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Handbook Section: Chapter 2, Faculty Tenure and Promotion: Dossier
Proposed Change: Revising Guidelines for Preparation of Tenure/Promotion Dossiers
Source of Bill: Faculty Senate Professional Affairs Committee

FACULTY SENATE   **SOUTHEAST MISSOURI STATE UNIVERSITY**

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate
XXXXXX

1 **BRIEF SUMMARY:** This bill revises the "Dossier" portion of the Tenure and Promotion
2 section in the *Faculty Handbook* to reflect the description and procedural changes for using
3 electronic dossiers.
4
5 **TITLE OF BILL: REVISING "TENURE AND PROMOTION: DOSSIER"**
6
7 **BE IT RESOLVED THAT:** Subject to the passage and approval of this bill, the current content
8 regarding the description of, and procedures for preparing, dossiers for Tenure and Promotion
9 applications in the Faculty Tenure and Promotion section of Chapter 2 of the *Faculty Handbook*
10 will be amended by replacing it with the content below.
11
12
13 **Dossier**
14   The A faculty member's promotional dossier shall be comprised of the Summary
15 Form, a Record of Service of accomplishments organized according to the departmental
16 tenure and promotion criteria in reverse chronological order, a professional curriculum
17 vita, a minimum of three letters of support from professional colleagues addressing the
18 three areas of Teaching Effectiveness, Professional Growth, and Service, a current copy
19 of the department's Tenure and Promotion criteria, and any supporting materials that
20 the faculty member wishes to include.
21   The submission of electronic dossiers will be required for all new tenure track or
22 tenured faculty appointments beginning fall 2014. Tenured or tenure-track faculty
23 members with appointments prior to fall 2014 will not be required to use this system
24 but will have the option of using it should they choose.
25
26 **Period Covered by Dossier.** This The period covered by the faculty member'sa
27 candidate's Record of Service should be:
28   1. *from* the time of original employment (including any activities contractually
29   counting towards tenure and/or promotion), or
30   2. *from* the time of any previous, successful application for tenure and promotion,
31   promotion, or post-professorial merit.
32
33 *Preparation of the Dossier.* The tenure and promotion and post-professorial merit processes
34 involve critical reviews by individuals and committees on several levels. The
35 evaluations and judgements made during these processes must be based solely on

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36 evidence presented in the dossier as measured against the departmental criteria. For
37 this reason, the collection and organization of evidence are vital. Thorough
38 documentation enables the reviewers to make judgements based on sound evidence
39 and greatly enhances the prospects of a favorable recommendation. Conversely,
40 inadequate documentation can seriously reduce the possibility of a favorable
41 recommendation even though the performance of the faculty member may otherwise
42 warrant it.

44 **Procedures** *Faculty Senate bill 14-A-19 begins here.*
45   Beginning the 2023-2024 academic year, an electronic dossier system will be used
46 for collecting the Record of Service, curriculum vita, recommendation letters, and a
47 copy of the department's approved Tenure and Promotion criteria and making these
48 materials available to designated reviewers. The electronic dossier system will also
49 collect summary information at the beginning of the application process, to include the
50 faculty member's name and department, present rank, years of service at any given
51 rank, and academic degrees held. The use of cloud storage for supporting materials will
52 be optional until Fall 2026, at which point all faculty will be required to use cloud
53 storage for accessing supporting materials. ~~The submission of electronic dossiers will be~~
54 ~~required for all new tenure track or tenured faculty appointments beginning Fall 2014.*~~
55 ~~Tenured or tenure-track faculty members with appointments prior to Fall 2014 will not~~
56 ~~be required to use this system, but will have the option of using it should they so~~
57 ~~choose.~~

59   The copyrights, intellectual property and privacy of the faculty member
60 submitting an electronic dossier will be rigorously maintained at every stage of the
61 online submission and review process. Other than the designated reviewers (tenure and
62 promotion advisory committees, chairs, deans, the ~~Provost~~provost, and the
63 ~~President~~president), only ~~learning management~~ electronic dossier system
64 administrators will have access to the dossier storage and submission system. No
65 student workers will at any time have access to the system, or to any developing or
66 stored dossiers.
67   The Office of the Provost will provide faculty ~~Faculty~~ members ~~will have full,~~
68 ~~configurable, and editable~~ with access to a cloud storage folder to upload and store
69 their ~~online dossiers~~supplementary materials from the time of ~~hire~~ New Faculty
70 Orientation until the official application deadline for dossier submission, or from the
71 time of any previous, successful application until the official deadline for dossier
72 submission. Faculty are responsible for making sure the materials in their electronic
73 dossiers are configured to match their department criteria layout and are appropriately
74 linked to their Record of Service documents so that any reviewers clicking a link have
75 access to the referenced file.

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76 ~~such time as the revisions in response to the Departmental Tenure and Promotion~~
77 ~~Committee's suggestions (as per the preliminary review section of the policy) are~~
78 ~~complete and~~
79 After the final dossier submission deadline, candidates will have read-only
80 access ~~at all times after this submission including access to all designated reviewer~~
81 ~~recommendations~~ to their materials until either their application has moved completely
82 through the review process or the faculty member withdraws the application. ~~In~~
83 ~~addition, the faculty member~~ During the review process, candidates will have ~~all~~ the
84 ~~normal opportunities~~ opportunity to ~~add~~ upload letters of response or intention to
85 appeal ~~to the dossier~~ via the electronic dossier system as is outlined in the policy
86 calendar section. ~~The calendar will remain the same for both electronic and hard-copy~~
87 ~~dossier submissions except in the case of electronic dossier submission system failure as~~
88 ~~outlined below.~~
89 ~~Learning management~~ Electronic dossier system administrators will be available
90 to help faculty ~~as they begin to~~ use the ~~new~~ system, and designated reviewers will be
91 offered training on the online reviewing system at the start of each academic year. No
92 failure of the electronic system will be allowed to negatively affect a faculty member's
93 candidacy. Departments will evaluate available equipment relative to the needs of
94 ~~faculty~~ preparing electronic dossiers and request additional equipment funding from
95 the Office of the Provost ~~is~~ if necessary~~-~~.
96 ~~Learning management system administrators will be notified in a timely manner~~
97 ~~by the chairs~~ At the beginning of each fall semester, the Office of the Provost will
98 compile a current membership list of Departmental, College, and University Tenure
99 and Promotion Committees ~~as to their current membership, or as to changes in~~
100 ~~membership, in order~~ and work with the electronic dossier system administrators to
101 ensure viewing permissions for reviewers are ~~that the permissions to view dossiers can~~
102 ~~be~~ configured in accordance with the tenure and promotion calendar section.
103 Department chairpersons and college deans are responsible for communicating any
104 subsequent changes in committee membership to the Office of the Provost in a timely
105 manner.
106 ~~The submission dates, times and deadlines outlined in the calendar section of the~~
107 ~~policy below will be the same for hard-copy and electronic dossiers.~~ Designated
108 reviewers will be notified electronically when dossiers are available to them in
109 accordance with the tenure and promotion policy calendar section. ~~When a preceding~~
110 ~~designated reviewer uploads their recommendation, the chair of each committee or the~~
111 ~~reviewing administrator will notify the appropriate learning management system~~
112 ~~administrator who will then make the dossier available to the next designated reviewer.~~
113 Once a~~ny~~ given level of review has been completed and the corresponding
114 recommendation has been uploaded, ~~designated reviewer has uploaded the~~
115 ~~recommendation, that~~ reviewer~~s~~ at that level will no longer have any access to the

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116 dossier and the next level of reviewers will be notified that the dossier is available for
117 evaluation.
118   Any University-wide failure of the electronic dossier system on the day of, or
119 day prior to, or day of a submission deadline will result in an extension. The new
120 deadline will be due date of 5:00 p.m. on the workday business day following the day
121 on which the electronic dossier system has been restored restoration of the system and
122 recovery of and any data loss of from the faculty member's candidate's file has been
123 recovered. Learning management Electronic dossier system administrators will be
124 responsible for notifying the applicants and reviewers that the electronic dossier system
125 has been restored and the data recovered.
126   Under no circumstances may anything be added to the electronic dossier or
127 supporting materials after the official application deadline except for the necessary
128 recommendations and letters of response. All recommendations by designated
129 reviewers will be made with sent to the faculty member candidates via the electronic
130 dossier system, and candidates should save those recommendation files for their
131 records. notification both by electronic means, and by a formal hardcopy sent to the
132 faculty member.
133   The language in the surrounding tenure and promotion policy will be
134 understood to be applicable to the electronic dossier. Words such as "written,"
135 "added," "submitted," "forwarded," and "signed" can be understood in the context of
136 an online process.
137   When the review and recommendation process is complete and faculty
138 members candidates have received the recommendation approval of the Board of
139 Governors, they will have the opportunity to download and save a complete copy of
140 their dossier (including all attached letters and recommendations) and supporting
141 materials. The faculty member may at that point ask the learning management electronic
142 dossier system administrators in charge of the system to permanently delete their
143 dossier from the system supporting materials from cloud storage. It will be the faculty
144 members' responsibility, however, to keep their own copies of their dossiers materials.
145   It is understood that this is a new system and there will need to be adjustments
146 and changes made over time. Designated reviewers will be briefed by learning
147 management system administrators on the system and on any subsequent updates. No
148 failure of the system and/or of a reviewer to follow appropriate procedures will be
149 allowed to negatively affect the faculty member's candidacy
150   As a part of the review of departmental tenure and promotion criteria, mandated
151 by the above Development of Criteria policy, all departments will in the Fall of 2014
152 undertake a review of their departmental criteria to ensure that the criteria are in
153 compliance with all Handbook policies and procedures (e.g. the appropriate use of
154 student evaluation of instruction data). The department chairperson will have the
155 responsibility of ensuring that the electronic template matches departmental criteria
156 and complies with all policies and procedures of the Faculty Handbook.

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157   ~~Each department chairperson, in consultation with the Departmental Tenure and~~
158   ~~Promotion Advisory Committee, will work with learning management system~~
159   ~~administrators to ensure that their departmental criteria are accurately represented by~~
160   ~~whatever electronic form or template is used for the electronic dossier, and that said~~
161   ~~template is configured by faculty members in order to best represent their strengths and~~
162   ~~accurately portray their professional activities.~~
163
164   ***File size and type guidelines:***
165   File size and type guidelines should be reviewed and updated every 3 years
166   ~~beginning with an initial review in the Fall of 2015~~.
167   ~~Faculty members wishing to include high quality audio, video, or presentation~~
168   ~~files with their dossier will be allowed to submit CDs, DVDs or other similar storage~~
169   ~~devices to their Departmental Tenure and Promotion Advisory Committee who are~~
170   ~~most qualified to review these materials. The faculty member may also submit excerpts~~
171   ~~or smaller format versions of these supporting materials to the electronic dossier in the~~
172   ~~formats specified below.~~Faculty may link to external sources from their Record of
173   Service, with the caveat that such links sometimes break, and reviewers may
174   consequently lose access to the linked information.
175
176   **~~Beginning Fall 2014 t~~The file sizes and format guidelines for electronic dossiers are**
177   **as follows:**
178   Audio: MP3 files ~~at 160 Kbps~~
179   Video: MP4 files ~~of 640x480,~~ at 480p or 720p
180   Text: Limited to 1200 pages
181   No dossier shall exceed 30 Gb total storage.
182   *Approved by Faculty Senate 3/26/14, Approved by President 4/24/14, Posted for 15-Day Review 4/25/14 *Referral to Resolution*
183   *17-1*
184
185   ***
186
187

	Action	Date
	Introduced to Senate	11/8/2023
	Second Senate Meeting	
	Faculty Senate Vote	
	President's Review	
	15 Day Review	
	Posted to Faculty Handbook	

188