

Instructions Per User Role

Instructions

Faculty Candidate Submission

Directions for Faculty Completing the promotion and tenure process.

Please review [Promotion, Tenure Policies and Procedures and Approved Standards of Excellence](#).

There are 2 phases of the P&T process. You have to complete both phases to submit your dossier for promotion/tenure.

Phase 1) Complete "Activities" - Make sure you have added all of your faculty activities and achievements in the "Activities" section of Digital Measures. This information will be pulled into the Workflow process for you.

Phase 2) Complete all "Tasks" under "Workflow" tab.

- Add additional documentation and supporting evidence
 - Click on the "Workflow" tab in DM. Then select "tasks" and you will see the link "Promotion and Tenure University Launch July 2020". Click this link.
 - You will be able to add unlimited evidence (files) for each category.
 - Provide specific names for each file so that the reviewer knows exactly what they are viewing (i.e. service_chamber_of_commerce_2015-2017, study_abroad_london_summer_2018, student_evaluations_fall2017_spring2019)
- Upload student evaluations to each course in the "Scheduled Teaching" Section in Activities. You can download pdfs from Evaluation Kit.
- Once you have uploaded your evidence into the Workflow Process, Click "Submit to "Dean /Designee to Accept Documents" under the tab "Action" in the top right-hand corner.
- The faculty candidate will have the opportunity to respond after each phase of the tenure process. Candidates do not need to respond and the dossier will be automatically forwarded to the next step in the process. If candidates do want to respond, they must do so within two days, the dossier will automatically forward to the next stage- no other action is required.
- Faculty will have the opportunity to withdraw their application at each point of the process.
- If you have questions regarding Digital Measures, please email bhatti_ismael@columbusstate.edu.

Chair of the Department Personnel Committee

Directions:

- The electronic process should enhance the efficiency of reviewing electronic dossiers, but should not take place of a virtual meeting as a committee to evaluate the candidate's performance.
- As committee chair, you will be able to see who has/has not viewed the dossier.
- As committee chair, you will be the ONLY individual who can see the committee members' comments and ratings. Committee members will not be able to see each other's feedback or ratings.
- Each committee member must rate and provide feedback on teaching, research, and service prior to the virtual department meeting.
- During the department meeting, discussions and deliberations regarding the faculty's performance should occur. The committee will vote on the ratings and agree to the final feedback in each category.
- Once the committee has met, committee members can change their individual feedback and ratings up until the point the chair of the committee routes the dossier to the next step in the process. Once the dossier is routed, the department personnel's committee responsibilities are complete.
- The chair of the committee is responsible for writing the final narratives, rating the faculty members, and describing the final outcome of the vote for teaching, research and service.

- All committee members must view the chair's final feedback, ratings, and outcome of the voting in Digital Measures prior to the chair of the committee routing it to the next step.
- Once the Department Personnel Committee has completed their process, you will select the "Action" option in the top right-hand corner, and choose "Submit to Faculty." Faculty have the opportunity to respond after each step in the process.
- If you have questions about technology, please email bhatti_ismael@columbusstate.edu.

Department Personnel Committee Members

Directions:

- The electronic process should enhance the efficiency of reviewing electronic dossiers, but should not take place of a virtual meeting as a committee to evaluate the candidate's performance.
- Each committee member must rate and provide feedback on teaching, research, and service prior to the virtual department meeting. Committee members' individual ratings and feedback can ONLY be seen by the chair of the committee. Committee members will not be able to see each other's feedback or ratings.
- During the department meeting, discussions and deliberations regarding the faculty's performance should occur. The committee will vote on the ratings and agree to the final feedback in each category.
- Once the committee has met, committee members can change their individual feedback and ratings up until the point the chair of the committee routes the dossier to the next step in the process. Once the dossier is routed, the department personnel's committee responsibilities are complete.
- The chair of the committee is responsible for writing the final narratives, rating the faculty members, and describing the final outcome of the vote for teaching, research and service.
- All committee members must view the chair's final feedback, ratings, and outcome of the voting in Digital Measures prior to the chair of the committee routing it to the next step.
- If you have questions about technology, please email bhatti_ismael@columbusstate.edu.

Department Chair

Directions:

- You will be able to view all actions up until this point.
- Please rate and provide a narrative for teaching, research, and service. You have the ability to provide an additional narrative but this is not required.
- Once you have completed your evaluation, select the "Action" tab on the top right corner, and select "Submit to Faculty". Faculty will have the opportunity to respond after each phase of the tenure process.

Chair of the College Personnel Committee

Directions:

- The electronic process should enhance the efficiency of reviewing electronic dossiers, but should not take place of a virtual meeting as a committee to evaluate the candidate's performance.
- As committee chair, you will be able to see who has/has not viewed the dossier.
- As committee chair, you will be the ONLY individual who can see the committee members' comments and ratings. Committee members will not be able to see each other's feedback or ratings.
- Each committee member must rate and provide feedback on teaching, research, and service prior to the virtual department meeting.
- During the department meeting, discussions and deliberations regarding the faculty's performance should occur. The committee will vote on the ratings and agree to the final feedback in each category.
- Once the committee has met, committee members can change their individual feedback and ratings up until the point the chair of the committee routes the dossier to the next step in the process. Once the dossier is routed, the department personnel's committee responsibilities are complete.
- The chair of the committee is responsible for writing the final narratives, rating the faculty members, and describing the final outcome of the vote for teaching, research and service.
- All committee members must view the chair's final feedback, ratings, and outcome of the voting in Digital Measures prior to the chair of the committee routing it to the next step.

- Once the Department Personnel Committee has completed their process, you will select the "Action" option in the top right-hand corner, and choose "Submit to Faculty." Faculty have the opportunity to respond after each step in the process.
- If you have questions about technology, please email bhatti_ismael@columbusstate.edu.

College Personnel Committee Members

Directions:

- The electronic process should enhance the efficiency of reviewing electronic dossiers, but should not take place of a virtual meeting as a committee to evaluate the candidate's performance.
- Each committee member must rate and provide feedback on teaching, research, and service prior to the virtual department meeting. Committee members' individual ratings and feedback can ONLY be seen by the chair of the committee. Committee members will not be able to see each other's feedback or ratings.
- During the department meeting, discussions and deliberations regarding the faculty's performance should occur. The committee will vote on the ratings and agree to the final feedback in each category.
- Once the committee has met, committee members can change their individual feedback and ratings up until the point the chair of the committee routes the dossier to the next step in the process. Once the dossier is routed, the department personnel's committee responsibilities are complete.
- The chair of the committee is responsible for writing the final narratives, rating the faculty members, and describing the final outcome of the vote for teaching, research and service.
- All committee members must view the chair's final feedback, ratings, and outcome of the voting in Digital Measures prior to the chair of the committee routing it to the next step.
- If you have questions about technology, please email bhatti_ismael@columbusstate.edu.

Dean of the College

Directions:

- You will be able to view all actions up until this point.
- Please provide a rating for each category.
- Once you have completed the evaluation, select the "ACTION" tab at the top right corner, and select "Send to Faculty".
- This completes the promotion/tenure process for this candidate.

Provost and Executive Vice President

Directions:

- You will be able to view all actions up until this point.
- Please rate each category and provide a rationale for your recommendation(s).
- Once you have completed your evaluation, select the "Action" tab on the top right corner, and select "Submit to Faculty".
- The portfolio will go to the President after faculty responds or if he/she decides not to respond.

President

Directions:

- You will be able to view all actions up until this point.
- Please provide a rating for each category.
- Once you have completed the evaluation, select the "ACTION" tab at the top right corner, and select "Send to Faculty".
- This completes the promotion/tenure process for this candidate.