College of Arts + Architecture
Reappointment, Promotion & Tenure FILE SYSTEM GUIDELINES
July 2018

Beginning AY 2018-19, the College of Arts + Architecture will use a folder/file system on Google Drive to "host" documents uploaded by Reappointment, Promotion & Tenure (RPT) candidates and used by review committees and individuals.

Terminology:
The DOSSIER is the full composition of materials submitted by the candidate. The Dossier is presented through Folders 1-4.

The REVIEW DOCUMENTS are those materials used by review committees, external reviewers, unit heads, and the college dean in formulating a recommendation (to the Office of Academic Affairs. The Review Documents are presented through Folders 1-8.

Google DRIVE:
The Dean's Executive Assistant (EA) will prepare Google Drive FOLDERS when sending the initial notification of review to each candidate (or upon notification of a candidate's self-designation), which are organized as follows:

My Drive > AY dates (ie., "2018-2019 CoAA RPT") > unit name > candidate name

Each Candidate FOLDER will contain the following:

Folder 1: Curriculum Vitae (CV)
- A current curriculum vitae adhering to the CoAA CV Template (as presented in "Folder 01 CV Template (Required)")

Folder 2: Research Statement / Portfolio
- Personal research statement (page length determined by unit guidelines) that describes significant research/creative areas of focus through accomplishments, current progress, and future potential. This should include a statement of the impact of this work.
- The "portfolio" presents samples of scholarly and creative work. These samples should be organized by the candidate to demonstrate major themes, categories, or discipline-specific examples of the work pursued and products of that effort. The portfolio may include publications (and citations), visual and performing artifacts/recordings, and demonstrations of primary work areas.

Folder 3: Service Statement / Portfolio
- Personal service statement outlining individual service accomplishments with particular note of leadership roles and outcomes.
- The service portfolio should present evidence of service accomplishments and should directly reference information presented in the CV Template.

Folder 4: Teaching Statement / Portfolio
- Personal teaching statement presenting teaching philosophy, factual outline of teaching experience, and recognition of distinctive accomplishments (within discipline and across institution).
- Evidence of teaching – content and method – arranged chronologically with an emphasis on teaching efforts since last personnel review.
- Peer teaching observations/evaluations.

NOTE: Folders 1-4 will remain open to the candidate from April 1 until 5:00 PM on the First Day of Classes (Fall Semester) to read/write/edit/add. Permission to access will close at 5:00 PM on the First Day of Classes (Fall Semester).

The following folders comprise the remainder of the "Review Documents" and are used by successive layers of the standard review: Unit Review Committee, Unit Head (Chair or Director), College Review Committee, and College Dean. Thus, following submission of the Unit Head recommendation to the College Dean, access permission will close to the units.

The content of Folders 5-8 will be uploaded by the unit administrative assistants and/or unit head. (PDF documents only.)

Folder 5:   Annual Reviews
Contains all annual review letters – including any faculty response – for the years since the previous review. These should be scanned copies of signed letters.

Folder 6:   External Reviews Letters
Contains digitized PDF copies of external review letters received by unit head.

Folder 7:   Student Evaluations
Contains all student evaluations since the previous review, for all courses taught by faculty candidate.

Folder 8:   Reappointment/Tenure Documents
Contains previous reappointment recommendations by unit review committees and unit heads, and College Review Committee and Dean recommendations as available. Tenured Faculty Performance Review (TFPR) will be made available (especially in the case of evaluation for promotion to full professor).

Folder 9:   Administrative Documents (permission by Executive Assistant and Dean only)
Contains copies of recommendations or other memoranda submitted by unit committees, chairs/director, College Review Committee, and Dean.