Electronic Forms and Process for T&P:
Summary of Changes:

Overview

The new process for digital submission of T&P files has been designed to reduce the time and resources used to compile and evaluate tenure and promotion files. To minimize costs and transition time, the new process will use Blackboard, with which many faculty are already acquainted. This will provide a secure process for electronic access to each file as it progresses through the system.

Summary of Important Changes

The new process is designed to be minimally disruptive to all parties involved. Below is a summary of how each party's role is changed:

- *Candidates* will submit their primary file in PDF format, rather than printing to hard-copy. New and vastly improved T&P forms have been developed to make it easier for candidates to create their files and for reviewers to review the files . (But candidates can produce the PDF from existing forms if they so prefer.)
- *External Reviewers* will submit their reviews as a PDF documents. (Or if necessary, letters can be scanned and converted to PDF at the unit level.)
- *Unit T&P Chairs* will use Adobe Acrobat to append to the primary file all items received at the unit level (such as teaching summaries, external reviewer letters, and ballots), instead of working with paper files.
- *Unit T&P Committee members* will be able to review a file by accessing it through Blackboard, rather than by chasing down the one hard copy. This will greatly facilitate reviews in large units. Ballots/vote justifications will be submitted in PDF format through a secure "double-envelope" process.
- *Deans, Chairs, and the Provost* will access and review each file through Blackboard as each is forwarded to them. They will insert their own letters as PDF files.

Additional Implementation Details

1. The Chair of a Unit T&P Committee will set permissions for unit faculty to review a candidate's file in Blackboard.

2. The candidate prepares the primary file using a document template. The candidate has the option of using a MS Word form available for download from the Provost's Web site or using the traditional T&P forms (Phase I or II) associated with the current online system. In either case, the candidate will convert the Word document to PDF format and submit the completed primary file, in PDF format, to the Unit T&P Chair.
The supplementary file can continue to be submitted in hard copy or electronically by inserting a CD into the supplementary file folder. These supplementary materials will be passed on to each decision making body according to the old method.

3. The Unit T&P Chair solicits letters from external reviewers. The Chair's soliciting letter should indicate that the reviews and the reviewer's CV should be delivered in PDF format if possible, but if not, hard copy can be scanned and inserted when received at the Unit.

4. The Unit T&P Chair appends the teaching summary and external reviews to the primary file and uploads the file to the Unit's Blackboard site so that the unit committee members can review the file.

5. Access to Blackboard for members of the Unit T&P Committee is activated. Committee members review the file and download a ballot form to record their votes. After meeting, members record and justify their votes, which are then passed to the Unit T&P Chair, who compiles all unit votes/justifications and appends them to the candidate's primary file.   The file is then submitted to the Department Chair via a separate Blackboard site.

6. The Department Chair reviews the file, writes a letter summarizing his /her recommendation regarding the candidate, appends the PDF letter to the original file (along with any other letters received at the Chair's level), and uploads the augmented file to the Dean's Blackboard site.

7. Step 6 is repeated for Dean, Provost and UCTP.

- The unit T&P Chair (or his/her assistant) should be familiar with Blackboard to carry out this process. Step-by-step instructions have been developed, and UTS will provide some assistance if necessary.
- An electronic "double envelope" process has been developed to preserve anonymity of Unit votes. This process involves an administrative assistant, who will collect votes in the form of encrypted PDF files and forward them as a group to the Unit T&P Chair who will have the common key to open the ballots (but not know who wrote which).
- Electronic files should not be downloaded or printed out -- both to save paper and to prevent leaks. However, the Unit T&P chair should print one copy for persons who have difficulty reading from the computer screen, and this copy will be kept by the T&P chair for backup purposes until the case is decided.