Idaho State UNIVERSITY

Promotion/P&T Online Submission Guidelines

Note: The forms referenced below are available on https://www.isu.edu/academicaffairs/faculty-support/ under "Forms and Documents," then "Promotion and Tenure Forms & Instructions."

Initiating Box folder structure and initial roles

1. College admin (owner) creates Box folder structure using format and naming conventions from Academic Affairs for Promotion/P&T applications.

2. College admin invites department admin (co-owner).

3. Department admin invites candidate (previewer uploader).

Faculty candidate application submission

1. Candidate downloads faculty application form.

2. Candidate uploads completed faculty application form and all other requested materials (using PDF format if possible).

   a. Use proper Promotion/P&T format and naming conventions (see P&T Application Instructions: Submitting Materials for Promotion and Tenure Consideration document).

   b. Department admin assists as needed/requested by candidate.

3. Once all materials are prepared and uploaded, candidate informs department admin that folder is ready to share.

4. Department admin changes candidate role from previewer uploader to viewer.

5. Department admin uploads external review letters to proper sub-subfolder.

Department committee review and report

1. Department admin invites department committee members (viewers) to review Box folder.

   Note: Some colleges may require all Promotion/P&T materials to be uploaded to Box. Other colleges may specify ways other than through Box for providing supplementary materials for review (e.g., binders, portfolios, etc.). In the latter case, the department admin should communicate the arrangement for allowing department committee members access to supplementary materials.

2. Some programs ask department members who are not on the review committee to contribute as part of the Promotion/P&T review process. In such cases, the department admin would invite all who need it to have access (viewers).

3. Committee chair downloads department committee report form and completes it.

4. Committee chair sends signed (scanned if necessary) department committee report to department admin to be uploaded to Box.

5. Department admin removes department committee members' Box access.

Department chair review and report

1. Department admin invites department chair (viewer) to review Box folder (and, if relevant, other supplementary materials not shared through Box).

2. Department chair downloads department chair report form and completes it.

3. Department chair sends signed (scanned if necessary) department chair report to department admin to be uploaded to Box.

4. Department admin removes department chair's Box access.

Faculty candidate review/response

1. Department admin alerts candidate that the department committee and chair reports are complete and that the candidate has five (5) working days to sign/respond.

2. Candidate downloads faculty response to department and-or chair report form and completes it (signature required, response optional).

3. Candidate sends signed (scanned if necessary) faculty response to department and-or chair report to department admin to be uploaded to Box.

College committee review and report

1. Department admin informs college admin that faculty response to department and-or chair report is completed and available in folder.

2. College admin removes department admin's Box access.

3. College admin invites college committee (viewers) to review folder (and, if relevant, other supplementary materials not shared through Box).

4. College committee chair downloads college committee report form and completes it.

5. College committee chair sends signed (scanned if necessary) college committee report to college admin to be uploaded to Box.

6. College admin removes college committee members' Box access.

Dean review and report

1. College admin invites dean (viewer) to review folder (and, if relevant, other supplementary materials not shared through Box).

2. Dean completes report (no specific form is provided).

3. Dean sends signed (scanned if necessary) report to college admin to be uploaded to Box.

Faculty candidate review/response

1. College admin alerts candidate that the college committee and dean reports are complete and that the candidate has five (5) working days to sign/respond.

2. Candidate downloads faculty response to college and-or dean report form and completes it (signature required, response optional).

3. Candidate sends signed (scanned if necessary) faculty response to college and-or dean report to college admin to be uploaded to Box.

Local copies and sharing with Academic Affairs

1. College admin makes copies (if needed) for candidate's college personnel file. Colleges may also choose to send a copy to the candidate's department as a record.

2. College admin removes dean's and candidate's Box access.

3. College admin invites Academic Affairs as viewer <u>for subfolder 1 only</u>.

4. As viewer, Academic Affairs has access to review subfolder 1 materials. If Academic Affairs wishes to keep these materials for record, they should download the subfolder and save it in a separate location.