Electronic Promotion and Tenure Guide for Faculty

About Electronic Promotion and Tenure

Electronic promotion and tenure will be required for all faculty members who have a mandatory review or for those faculty members who wish to apply for promotion/tenure.

All deadlines for material submission will remain the same.

What To Expect:

The Electronic Process
The electronic process will be completed using UTSA's SharePoint application.

SharePoint is a cloud-based service that allows UTSA faculty and staff to securely upload, access and share documents online. Each faculty member has a free account that can be accessed through their UTSA webmail - users may log in using their UTSA network ID (abc123) and password.

A separate SharePoint site has been created for the Promotion and Tenure process (account name: *Faculty Review*). This account is not tied to any individual user ID (abc123) and will be managed by the Provost Office.

A folder with the faculty member's name will be created in the *2018_Promotion_Tenure* folder on SharePoint. This folder will be used by the faculty to submit their electronic "box."

Folder Structure in Your Promotion and Tenure SharePoint Folder

Once faculty members have been given access to their Faculty Review folder in SharePoint, they will find the following folders/sections prepared for them. Folders will follow the same order as had been done with the paper box:

1. 01_Checklist
2. 02_Statement_of_Evaluation
3. 03_Vita
4. 04_Evaluations_Recommendations *(Note: To be filled by department chairs and deans)*
5. 05_Teaching
   a. Student_Course_Evaluation_Template
   b. Peer_Observation_Report *(This includes the Peer Observer's Report(s) and the Faculty Member's Report(s). Note: To be filled by department chairs)*
6. 06_Research
7. 07_Service
8. 08_Optional_Materials
9. 09_Late_Materials

Faculty members should upload files in the appropriate location/order.

Required Printed Materials in File Folder:

Along with the electronic "box" in SharePoint, faculty members will need to submit one letter size manila file folder to include the following printed materials:

1. Cover Sheet
2. Statement of Self Evaluation
3. Vita

Once the file folder has been provided to the department, the chair or his/her administrative assistant will add the following documents and then forward to the Deans Office:

1. Peer Observation Report *(this includes the Peer Observer's Report(s) and the Faculty Member's Report(s).*
2. External Review Letters
3. DFRAC Memo
4. Department Chair Memo

The Dean's office will add the following documents to the faculty file folder prior to sending to the Provost's Office:

1. CFRAC Memo
2. Dean's Memo

The Provost's Office will add the following document to the faculty folder prior to sending to the President's Office:

1. UFRAC Memo

Promotion and Tenure Timeline

Deadlines
All scheduled deadlines will not change. The following timeline indicates key dates and milestones for the Promotion and Tenure process.

March 1	Eligible faculty members officially notified of mandatory review.
March/April	Eligible faculty will have access to their official Promotion/Tenure SharePoint folder to begin uploading materials.
September 1	Electronic "box" submission due. (Except for the Vita and Late Materials folders, SharePoint folder will no longer be accessible after Sept. 1st or the first work day thereafter; for 2018-2019, the due date is Sept. 3rd. The folders will no longer be accessible beginning Sept. 4th.)
September 1	Printed manila folder submission due to department chair office (or first work day thereafter)
November 15	Deadline for submission of any late materials in electronic "box" (or first work day thereafter)

Getting Started

How to Access the *Faculty Review* Folder in SharePoint
There are two ways faculty can access their official *Faculty Review* folder in SharePoint. This folder is separate from the user's individual account.

(Note: The Provost website will include various help and support materials, including help guides, online tutorials and library scanning services.)

1. Faculty will receive an e-mail message in the spring that contains the SharePoint link to their individual review folder.
2. Another way to access their folder is to log in to SharePoint through UTSA's WebMail application and click "SharePoint". Under "search everything" create a user-wide search using the faculty's last name.
   - After logging in, be sure to click the star in the upper right corner to "follow" the site which will bookmark it for easier access later.

Scanning Support (Library Services)

The John Peace Library (JPL) will provide a service to scan documents for UTSA faculty who are applying for promotion or tenure. Library staff in the Access Services Department will scan textual materials creating PDF format files.

Faculty members may also choose to scan their own documents or have a trusted representative scan their documents using library equipment. Please contact the JPL for more information.

Library Scanning Services
If the faculty member would like library staff to scan their materials, they will be **required** to fill out a Document Transmittal Form, available on the Provost's Promotion and Tenure website.

The form will require a list of all the materials they would like scanned, including the name the file will be given.

Faculty must provide the appropriate naming convention for all documents in order for the files to maintain the proper structure when moved to an electronic format. Please follow the checklist order located on the Provost's Promotion and Tenure website.

This form is to be printed and submitted to the library staff when dropping off the printed materials.

Documents for Scanning
UTSA faculty must deliver printed materials to the library in the order that is listed on the Document Transmittal Form. Library staff will scan materials and save them to a thumb drive, DVD/CD, or email. Library staff will not utilize SharePoint when scanning faculty materials.

The library will store faculty printed materials in the secure location during the scanning process; however, faculty should not deliver any sensitive documents to be processed by the library staff.

Step-by-step instructions for this process are included on the Promotion and Tenure website in the Help/Support section.

Completing the Process
Upon completion, the library will contact faculty and ask them to approve the scanned images. It will be the faculty member's responsibility to check the quality of scanned documents and report any problems of missing pages, etc. to library staff.

Once faculty accepts the job, they will be asked to sign the form to pick up the materials. The faculty member should pick up the printed materials.

SharePoint Support

Help Guides for Print (PDF)
Help guides for print are available on the Provost's Promotion and Tenure website.

Other
OIT Support Services (Help Desk) will also provide SharePoint support at (210) 458-5555 or via e-mail at: oitconnect@utsa.edu

Software Access and Document File Types

myUTSA Apps – free access to software on campus
The myUTSA Apps application gives you free on-campus access to various popular software applications (such as Microsoft Office 2010 and Adobe Acrobat Professional) to help you manage/edit your files.

To log in to myUTSA Apps, use your UTSA Network ID (abc123) and password.

Adobe Acrobat Professional for PDF Files
Adobe Acrobat Pro can help with more advanced features for PDF files (such as combine several PDF documents into one).

If you do not have Adobe Acrobat Pro, you may access it for free on campus via the myUTSA Apps application.

Microsoft Office Documents
The more recent versions of Microsoft Office Word (2007 and 2008 for Mac) allow you to save a document as a PDF. Various resources to learn how to convert MS Office documents to PDF are available on the Promotion and Tenure website.

If you are using an older version of MS Office (such as Office 2003) you may access Office 2010 for free on campus via the myUTSA Apps application.

Roles and Responsibilities

Eligible Faculty
1. Familiarize yourself with Electronic Promotion and Tenure process.
2. Scan proper paper documents – or make arrangements to do so with Library staff during hours of operation/availability. You may also send a trusted representative – such as an assistant – to help scan your materials. (Faculty members are solely responsible for the naming of their documents prior to and after scanning of their documents.)
3. If allowing the Library staff to scan materials, provide means to upload electronic files via a DVD/CD, thumb drive, or email.
4. Upload documents to your official Promotion and Tenure folder in SharePoint. (**Important Note**: The official folder is located in the *Faculty Review* account managed by the Provost Office, not your individual SharePoint account).
5. Follow Electronic Promotion and Tenure guidelines as specified by the Office of the Provost.

UTSA Provost Office
1. Act as primary liaison for faculty during electronic Promotion and Tenure process.
2. Notify all faculty members of mandatory electronic process.
3. Inform faculty through committee meetings, faculty senate and/or through other means.
4. Update Electronic Promotion and Tenure Guidelines as necessary.
5. Manage the *Faculty Review* SharePoint site, including the change of permissions throughout the Promotion and Tenure process.

UTSA Office of Information Technology
1. Provide online SharePoint tutorials
2. Create SharePoint documentation in PDF format.
3. Offer technical support through OIT Support Services.

UTSA Library Services
1. If requested, scan faculty materials to a DVD/CD, thumb drive, or email.
2. Provide assistance to faculty that would like to scan their own documents.
3. Specify scanning process to include security/access control of faculty files.
4. Specify hours of operation and availability.
5. Specify any scope of service of equipment.