

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-1

Approved by the Faculty Senate
November 29, 2023

1 **BRIEF SUMMARY:** This bill revises the “Dossier” portion of the Tenure and Promotion
2 section in the *Faculty Handbook* to reflect the description and procedural changes for using
3 electronic dossiers.

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5 **TITLE OF BILL: REVISING “TENURE AND PROMOTION: DOSSIER”**

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7 **BE IT RESOLVED THAT:** Subject to the passage and approval of this bill, the current content
8 regarding the description of, and procedures for preparing, dossiers for Tenure and Promotion
9 applications in the Faculty Tenure and Promotion section of Chapter 2 of the *Faculty Handbook*
10 will be amended by replacing it with the content below.

11
12 **Dossier**

13 A faculty member’s promotional dossier shall be comprised of a Record of
14 Service of accomplishments organized according to the departmental tenure and
15 promotion criteria in reverse chronological order, a professional curriculum vita, a
16 current copy of the department’s Tenure and Promotion criteria, any supporting
17 materials required by the department, and any additional supporting materials that the
18 faculty member wishes to include.

19
20 **Period Covered by Dossier.** The period covered by a candidate’s Record of Service
21 should be:

- 22 1. *from* the time of original employment (including any activities contractually
23 counting towards tenure and/or promotion), or
24 2. *from* the time of any previous, successful application for tenure and promotion,
25 promotion, or post-professorial merit.

26
27 **Preparation of the Dossier.** The tenure and promotion and post-professorial merit processes
28 involve critical reviews by individuals and committees on several levels. The
29 evaluations and judgements made during these processes must be based solely on
30 evidence presented in the dossier as measured against the departmental criteria. For
31 this reason, the collection and organization of evidence are vital. Thorough
32 documentation enables the reviewers to make judgements based on sound evidence
33 and greatly enhances the prospects of a favorable recommendation. Conversely,
34 inadequate documentation can seriously reduce the possibility of a favorable

35 recommendation even though the performance of the faculty member may otherwise
36 warrant it.

37

38 **Procedures** *Faculty Senate bill 14-A-19 begins here.*

39 Beginning the 2023-2024 academic year, an electronic dossier system will be used
40 for collecting the Record of Service, curriculum vita, and a copy of the department's
41 approved Tenure and Promotion criteria and making these materials available to
42 designated reviewers. The electronic dossier system will also collect summary
43 information at the beginning of the application process, to include the faculty member's
44 name and department, present rank, years of service at any given rank, and academic
45 degrees held. The use of university-provided cloud storage for supporting materials
46 will be optional until Fall 2026, at which point all faculty will be required to use cloud
47 storage for accessing supporting materials. The copyrights, intellectual property and
48 privacy of the faculty member submitting an electronic dossier will be rigorously
49 maintained at every stage of the online submission and review process. Other than the
50 designated reviewers (tenure and promotion advisory committees, chairs, deans, the
51 provost, and the president), only electronic dossier system administrators will have
52 access to the dossier storage and submission system. No student workers will at any
53 time have access to the system, or to any developing or stored dossiers.

54 The Office of the Provost will provide faculty members with access to a cloud
55 storage folder to upload and store their supplementary materials from the time of New
56 Faculty Orientation until the official application deadline for dossier submission, or
57 from the time of any previous, successful application until the official deadline for
58 dossier submission. Faculty are responsible for making sure the materials in their
59 electronic dossiers are configured to match their department criteria layout. If the
60 Record of Service includes links to supporting materials, links should be set so that
61 anyone clicking the link has access to the referenced file.

62 After the final dossier submission deadline, candidates will have read-only
63 access to their materials until either their application has moved completely through the
64 review process or the faculty member withdraws the application. During the review
65 process, candidates will have the opportunity to upload letters of response or intention
66 to appeal via the electronic dossier system as is outlined in the policy calendar section.

67 Electronic dossier system administrators will be available to help faculty use the
68 system, and designated reviewers will be offered training on the online reviewing
69 system at the start of each academic year. No failure of the electronic system will be
70 allowed to negatively affect a faculty member's candidacy. Departments will evaluate
71 available equipment/software relative to the needs of preparing electronic dossiers and
72 request additional equipment/software funding from the Office of the Provost if
73 necessary.

74 At the beginning of each fall semester, the Office of the Provost will compile a
75 current membership list of Departmental, College, and University Tenure and
76 Promotion Committees and work with the electronic dossier system administrators to
77 ensure viewing permissions for reviewers are configured in accordance with the tenure
78 and promotion calendar section. Department chairpersons and college deans are
79 responsible for communicating any subsequent changes in committee membership to
80 the Office of the Provost in a timely manner.

81 Designated reviewers will be notified electronically when dossiers are available
82 to them in accordance with the tenure and promotion policy calendar section. Once any
83 given level of review has been completed and the corresponding recommendation has
84 been uploaded, reviewers at that level will no longer have any access to the dossier and
85 the next level of reviewers will be notified that the dossier is available for evaluation.

86 Any University-wide failure of the electronic dossier system on the day of, or
87 day prior to, a submission deadline will result in an extension. The new deadline will be
88 5:00 p.m. on the business day following the restoration of the system and recovery of
89 any data loss from the candidate's file. Electronic dossier system administrators will be
90 responsible for notifying applicants and reviewers that the electronic dossier system has
91 been restored and the data recovered.

92 Under no circumstances may anything be added to the electronic dossier or
93 supporting materials after the official application deadline except for the necessary
94 reviewer recommendations and any candidate letters of response. All recommendations
95 by designated reviewers will be sent to the candidates via the electronic dossier system,
96 and candidates should save those recommendation files for their records.

97 The language in the surrounding tenure and promotion policy will be
98 understood to be applicable to the electronic dossier. Words such as "written,"
99 "added," "submitted," "forwarded," and "signed" can be understood in the context of
100 an online process.

101 When the review and recommendation process is complete and candidates have
102 received the approval of the Board of Governors, they will have the opportunity to
103 download and save a complete copy of their dossier (including all attached letters and
104 recommendations) and supporting materials. The faculty member may at that point ask
105 the electronic dossier system administrators to permanently delete their supporting
106 materials from storage. It will be the faculty members' responsibility, however, to keep
107 their own copies of their materials.

108
109 ***Guidelines for file types and dossier size:***

110 Beginning in 2023, guidelines for file types and dossier size shall be reviewed
111 every 3 academic years and updated as needed. Faculty may link to external sources
112 from their Record of Service, with the caveat that such links sometimes break, and
113 reviewers may consequently lose access to the linked information.

114
115 File format guidelines for electronic dossiers are as follows:
116 Audio: MP3 files
117 Video: MP4 files
118 Text: Limited to 1200 pages
119 Faculty should keep a backup of their supporting materials.
120 *Approved by Faculty Senate 3/26/14, Approved by President 4/24/14, Posted for 15-Day Review 4/25/14 *Referral to [Resolution](#)*
121 *17-1*

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Action	Date
Introduced to Senate	11/8/2023
Second Senate Meeting	11/29/2023
Faculty Senate Vote	11/29/2023
President's Review	12/14/2023
15 Day Review	
Posted to Faculty Handbook	

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