

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate
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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.
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13 **Dossier**

14 A faculty member’s promotional dossier shall be comprised of a Record of
15 Service of accomplishments organized according to the departmental tenure and
16 promotion criteria in reverse chronological order, a professional curriculum vita, a
17 minimum of three letters of support from professional colleagues addressing the areas
18 of Teaching Effectiveness, Professional Growth, and Service, a current copy of the
19 department’s Tenure and Promotion criteria, and any supporting materials that the
20 faculty member wishes to include.
21

22 **Period Covered by Dossier.** The period covered by a candidate’s Record of Service
23 should be:

- 24 1. *from* the time of original employment (including any activities contractually
25 counting towards tenure and/or promotion), or
- 26 2. *from* the time of any previous, successful application for tenure and promotion,
27 promotion, or post-professorial merit.
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29 **Preparation of the Dossier.** The tenure and promotion and post-professorial merit processes
30 involve critical reviews by individuals and committees on several levels. The
31 evaluations and judgements made during these processes must be based solely on
32 evidence presented in the dossier as measured against the departmental criteria. For
33 this reason, the collection and organization of evidence are vital. Thorough
34 documentation enables the reviewers to make judgements based on sound evidence
35 and greatly enhances the prospects of a favorable recommendation. Conversely,

36 inadequate documentation can seriously reduce the possibility of a favorable
37 recommendation even though the performance of the faculty member may otherwise
38 warrant it.

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

41 Beginning the 2023-2024 academic year, an electronic dossier system will be used
42 for collecting the Record of Service, curriculum vita, recommendation letters, and a
43 copy of the department's approved Tenure and Promotion criteria and making these
44 materials available to designated reviewers. The electronic dossier system will also
45 collect summary information at the beginning of the application process, to include the
46 faculty member's name and department, present rank, years of service at any given
47 rank, and academic degrees held. The use of cloud storage for supporting materials will
48 be optional until Fall 2026, at which point all faculty will be required to use cloud
49 storage for accessing supporting materials.

50 The copyrights, intellectual property and privacy of the faculty member
51 submitting an electronic dossier will be rigorously maintained at every stage of the
52 online submission and review process. Other than the designated reviewers (tenure and
53 promotion advisory committees, chairs, deans, the provost, and the president), only
54 electronic dossier system administrators will have access to the dossier storage and
55 submission system. No student workers will at any time have access to the system, or to
56 any developing or stored dossiers.

57 The Office of the Provost will provide faculty members with access to a cloud
58 storage folder to upload and store their supplementary materials from the time of New
59 Faculty Orientation until the official application deadline for dossier submission, or
60 from the time of any previous, successful application until the official deadline for
61 dossier submission. Faculty are responsible for making sure the materials in their
62 electronic dossiers are configured to match their department criteria layout and are
63 appropriately linked to their Record of Service documents so that any reviewers
64 clicking a link have access to the referenced file.

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

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

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

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

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

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

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

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

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111 ***File size and type guidelines:***

112 File size and type guidelines should be reviewed and updated every 3 years.
113 Faculty may link to external sources from their Record of Service, with the caveat that
114 such links sometimes break, and reviewers may consequently lose access to the linked
115 information.

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117 **The file sizes and format guidelines for electronic dossiers are as follows:**

118 Audio: MP3 files

119 Video: MP4 files at 480p or 720p

120 Text: Limited to 1200 pages

121 No dossier shall exceed 30 Gb total storage.

122 *Approved by Faculty Senate 3/26/14, Approved by President 4/24/14, Posted for 15-Day Review 4/25/14 *Referral to [Resolution](#)*
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Action	Date
Introduced to Senate	11/8/2023
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	

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