

Report to the UFAC from the  
Ad-Hoc committee for On-Line P&T Submissions

February 18, 2016

Committee members: Courtney Clayton, Dave Henderson, Betsy Lewis, Kristin Marsh,  
Kevin McCluskey (Chair)

**Background:** This committee was originally formed as an ad-hoc committee of the CAS Senate to investigate the desirability of a move to an on-line submission of the P&T dossier. Understanding the new governance structure and with the approval of the CAS Senate, the committee, originally populated by members of the College of Arts and Sciences, made its report to the UFC at the end of the 2014-2015 academic year. Following that meeting, the UFC charged a new ad-hoc committee with a revised membership reflecting the three-college governance structure to continue the previous committee's work.

Specifically the UFC charge was to continue by testing the use of Canvas for the collection of P&T materials, and to develop a set of recommendations addressing the following:

- 1) Should the UFAC amend promotion and tenure policy to allow for the electronic submission of promotion and tenure materials? If so, should all materials be submitted electronically?
- 2) Should Canvas be used for the collection and management of electronic P&T materials? If not, are there other services or platforms that you would recommend?
- 3) What guidelines would you suggest candidates be given regarding file limitations (reflecting file size and materials)?

**Recommendations:**

- 1) The UFAC should amend the promotion and tenure policy to allow for the submission of P&T materials and all required materials should be submitted electronically.
  - We believe that this meets the needs of all of the colleges' promotion and tenure guidelines.
  - Either this committee or another will have to develop the timeline for the implementation of this process.
- 2) The committee believes that Canvas can be adapted for the electronic submission materials, based on its work last year.
  - We offer that after Canvas is formatted for the files, this or another committee develop and run a test of the delivery system in a larger sense than was able to be completed by the CAS ad-hoc committee.
  - Moving to this method requires:

-An individual charged with managing the submission process on the back end. For example, creating a P&T Canvas account for each applicant.

-A training model to explain how the electronic submission process works and explains the details, for example, how to upload documents to Canvas, where to put them, and how to convert documents to a PDF format.

3) We believe that the notion of a never-ending electronic file is not a concern if applicants stay true to the P&T guidelines as currently stated. To that end we offer that the files stay the equivalent of the average pages included in current requirement of a 2" ring notebook. 500 pages.

-This delivery system will rely on PDF copy of documents.

-As the current process does not require unlimited documentation, so too can the electronic process set limits. For example, with the current policy the committee does not read the book published, rather, it reads the letters from experts attesting to the integrity of the published work. The same can happen in the electronic submission format.

Respectfully Submitted by Kevin McCluskey, Committee Chair