

9/15/16

Motion from the University Faculty Affairs Committee: Online P&T Submissions

We move that the UFC adopt the following principles:

1. University and College Promotion and Tenure policies shall be amended to require the online submission of all P&T materials.
2. This change shall become effective for files submitted in August 2017. The UFAC shall be tasked with creating Handbook language in order to meet the necessary deadlines.
3. Online file submission shall occur within Canvas or the subsequent Learning Management System.
4. The Department of Teaching and Learning Technologies shall be asked to create a standardized "course" for each faculty member going up for promotion and/or tenure. These "courses" shall use a standardized template with clearly labelled folders into which the materials covered in the Handbook shall be uploaded. This template shall be designed by the College P&T committees and shall be approved by the UFC.
5. The Colleges' Promotion and Tenure Committees, in collaboration with the Division of Teaching and Learning Technologies, shall be responsible for providing written instruction in Canvas and appropriate training through workshops, as needed.
6. Access to the file shall be controlled as at present. Thus
 - a. The Assistant to the Provost shall control who has access to the file. The Assistant to the Provost shall also be responsible for sending the candidate an electronic version of the data sheet no later than August 15.
 - b. Members of the candidate's department shall have read-only access to the file beginning on a date to be determined by each department and ending August 22, when their letters are due.
 - c. Until August 31, the candidate shall have authoring access to the file. During this time the candidate shall upload the Letter of Application, the Data Sheet, and all other materials listed in the Handbook. After August 31 the candidate shall have read-only access.
 - d. The Chair or Associate Dean shall have read-only access to the entire file. Until August 26, the chair or equivalent shall also have authoring access to one folder [possible using Canvas's group function] into which the chair or equivalent shall upload the letters from colleagues, the chair's letter, and any outside letters.
 - e. The Dean shall have read-only access to the entire file. Until September 7, the Dean shall also have authoring access to one folder into which the Dean shall upload the Letter of Exception if the candidate has chosen to write one.
 - f. After September 7, the Promotion and Tenure Committee, Provost, President, and any appeals committees shall have read-only access to the file as needed to perform their responsibilities.
 - g. Once the P&T process is complete these "courses" shall be deleted to conserve server space. Candidates are advised to keep copies of any materials they wish to preserve.
7. To maintain continuity with the current system,

- a. All documents shall be uploaded as pdfs or in a comparable non-editable format. Documents in other formats (e.g., Microsoft Word) shall be converted or scanned.
 - b. Files shall include no more than 500 pages.
 - c. External links shall not be permitted.
 - d. Handbook language relating to electronic signatures (e.g., for FAARs, APRs, and colleague letters) shall be developed as needed after consultation with the Attorney General.
8. In the event that Canvas is down for more than 48 hours during the two weeks before the August 31 deadline, the Provost has the right to extend the August 31 deadline by 7 days.

Rationale

This motion responds to the recommendations sent to us by the Ad-Hoc Committee for On-Line P&T Submission. It alters nothing about promotion and tenure except how files are submitted.

Many universities now do P&T review online, and several UMW departments are already doing annual evaluations online. The change to online review has several benefits. It makes compiling the file significantly easier for candidates, who already have most documents in electronic form (c.v., rationale, syllabi, teaching evaluations, etc.). At UMW it would also ease the work of tenured colleagues, who must now share a single paper file while writing their letters, and of the P&T committee, which must share a single paper file accessible only when the library or Dean's office is open to obtain the file. Online review is human friendly. It is also environmentally sound.

UFAC is forwarding the recommendations of the Ad-Hoc Committee with one change: we recommend that *all* candidates submit online rather than that online submission be "allowed." Our motion also attempts to cover issues raised by existing Handbook language and deadlines.

Finally, while the "course" design and the system will naturally need to be tested, we believe that a pilot program would unnecessarily delay the process of going online. Canvas's capabilities are well known and Canvas has been successfully used on our campus for annual review purposes.

For your convenience, we have attached to this motion Ad Hoc Committee on On-Line Promotion and Tenure Submission's report.