

10/5/16

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 move towards requiring the online submission of all P&T materials, with the general goal of requiring online submission of materials by August, 2019 at latest and by August, 2018 if possible.
2. Online file submission shall occur within a secure, file-sharing system determined by Instructional Technologies and DTLT in consultation with the UFC, UFAC and the chairs of the College Promotion and Tenure Committees.
 - a. This file-sharing system should allow for standardized template folders that are clearly marked into which the materials covered in the Handbook will be uploaded. These templates will be designed by the College P&T Committees and will be approved by the UFC.
 - b. This file-sharing system should *ideally* allow for customized authoring access so that the candidate, the Department Chair or Associate Dean, and the College Dean may meet the specific deadlines outlined in the Faculty Handbook for submitting promotion and tenure files. If customized authoring access is not possible within available file sharing systems, Instructional Technologies and DTLT, in consultation with the UFC, UFAC and chairs of the College Promotion and Tenure Committees, will work out the best alternative plan to remain as closely as possible to the current guidelines specified in section 7 and in appendices I, J, and K of the Faculty Handbook.
 - c. This file-sharing system should *ideally* allow for customized reader-only access to the file as needed so that the candidate, members of the candidate's department, the Chair or Associate Dean, the Dean, the Promotion and Tenure Committee, the Provost, and the President and anyone else deemed appropriate by the UFC may perform their responsibilities. If customized reader-only access is not possible within available file sharing systems, Instructional Technologies and DTLT, in consultation with the UFC, UFAC and chairs of the College Promotion and Tenure Committees, will work out the best alternative plan to remain as closely as possible to the current guidelines specified in section 7 and in appendices I, J, and K of the Faculty Handbook.
 - d. This file-sharing system should have the capacity to limit administrative access to those individuals deemed necessary by the UFC and the College Promotion and Tenure Committees.
 - e. This file-sharing system should meet best practices for security standards as determined and recommended by IT and DTLT.
 - f. This file-sharing system should meet appropriate data requirements, outlined in 3a-e below.
 - g. UMW should have institutional or enterprise access to this file-sharing system.
3. To maintain continuity with the current system,

- a. All documents should be uploaded as pdfs or in a comparable non-editable format. Documents in other formats (e.g., Microsoft Word or PowerPoint) shall be converted or scanned.
 - b. Files shall include no more than 500 pages.
 - c. It shall not be required that a candidate must submit the entire file as a single PDF file (or equivalent).
 - d. External links shall not be permitted.
 - e. The system should be able to accommodate electronic signatures (e.g., for FAARs, APRs, and colleague letters) where necessary.
4. Once IT and DTLT have identified an appropriate file-sharing system or potentially appropriate file-sharing systems, they shall report their findings to the UFC.
 5. Once an appropriate file-sharing system has been identified and approved by the UFC, a test-case pilot of at minimum two complete sample files shall be organized by the UFAC, in collaboration with the UFC and the College Promotion and Tenure Committees, before implementation.

Rationale

This motion responds to the recommendations of the Ad-Hoc Committee for On-Line P&T Submission, which recommended that the UFAC pursue on-line submission for Promotion and Tenure. That ad hoc committee also recommended that Canvas be used as the file-sharing system for submission, but it has since become clear that Canvas is not the best option. An on-line P&T submission process will alter nothing about promotion and tenure except how files are submitted.

Many universities now do P&T review online, and the transition 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.). As ease and convenience of submission is one of the principle goals of the motion, we wanted to ensure that candidates can place a variety of different files in different folders, rather than requiring candidates to create a single PDF document out of the whole file (see 3c above).

An on-line P&T submission process would also ease the work of tenured colleagues, who must now share a single paper file while writing their letters in support of candidates. It will also greatly ease the work of the P&T committees, 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.

This motion, while preserving the spirit of the Ad-Hoc Committee's recommendations, responds to concerns issued from DTLT about security and customization. UFAC previously put forth a motion (dated 9/15) in which Canvas was identified as the file-sharing system to be used for on-line P&T submission. DTLT responded with two critical concerns: reader-only and authoring access is not customizable in Canvas; and, there are currently more than 20 people who currently have administrative access to all Canvas "courses", but who should not have access to promotion

and tenure files. This motion also responds to the suggestion brought forward by David Rettinger (UFC): determine what functions an on-line P&T submission file-sharing system would need to have and task IT/DTLT with identifying an appropriate solution. This motion thus asks IT and DTLT to identify a more optimal file-sharing system for on-line P&T submission.

As the previous iteration of this motion targeted August 2017 as the date in which the transition to on-line P&T submission would become effective, this motion also responds to concerns from several members of the UFC that there be a more flexible roll-out to ease the transition from a paper process to an electronic one.