

## Procedures for Electronic Retention, Tenure, Promotion Reviews

In the 2020-21 Academic Year an electronic system was enacted for the RTP process, allowing both the maintenance and review of faculty files to be conducted via OneDrive.

Materials that may have previously been contained in the WPAF in a hardcopy format are now digitized and placed into an electronic repository (One Drive). All newly established WPAF's since the 2020-21 Academic Year are entirely electronic. With all WPAF's having user-controlled access to the folders. The access to these folders, for the faculty under review and various levels of evaluation, are granted for defined windows of time. Committee members access files using their Saclink ID and have restricted-level only access (read only, no edit, no download) to the materials. Committees will then schedule meetings (Zoom, Teams, in-person, etc.) to discuss the files and prepare their recommendation letters. File access will then move to the next level of review (as dictated by UARTP policy).

### OneDrive – WPAF File Structure

Files need to be organized into some regular format to facilitate digitization and ease of reading in a digital format. The file structure was initially built by Academic Affairs for an individual faculty member's file and is shown graphically in Figure 1. It is up to each college/department to build their structure each academic year. College/departments can use the file structure as shown in Figure 1 or create a structure that reflects their college WPAF structure. Within each faculty member's unique folder, there are several common subfolders: CV, current year's evaluation (starts empty), previous year's evaluations, index, student evaluations, and supporting documents. Folders may also contain a subfolder (or two) with unique items to the college/department that should be reviewed. If such subfolder(s) exist, they should be clearly labeled for reviewers.

A structure that breaks the data into manageable sized pieces is important for reading access as internet availability may be sub-par for some individuals (see Building Files for more info). Faculty are responsible for preparing a new CV, updated index, and new supporting documents each cycle. Attestation documents (file completion certification, access logs, etc.) will be in a separate folder.

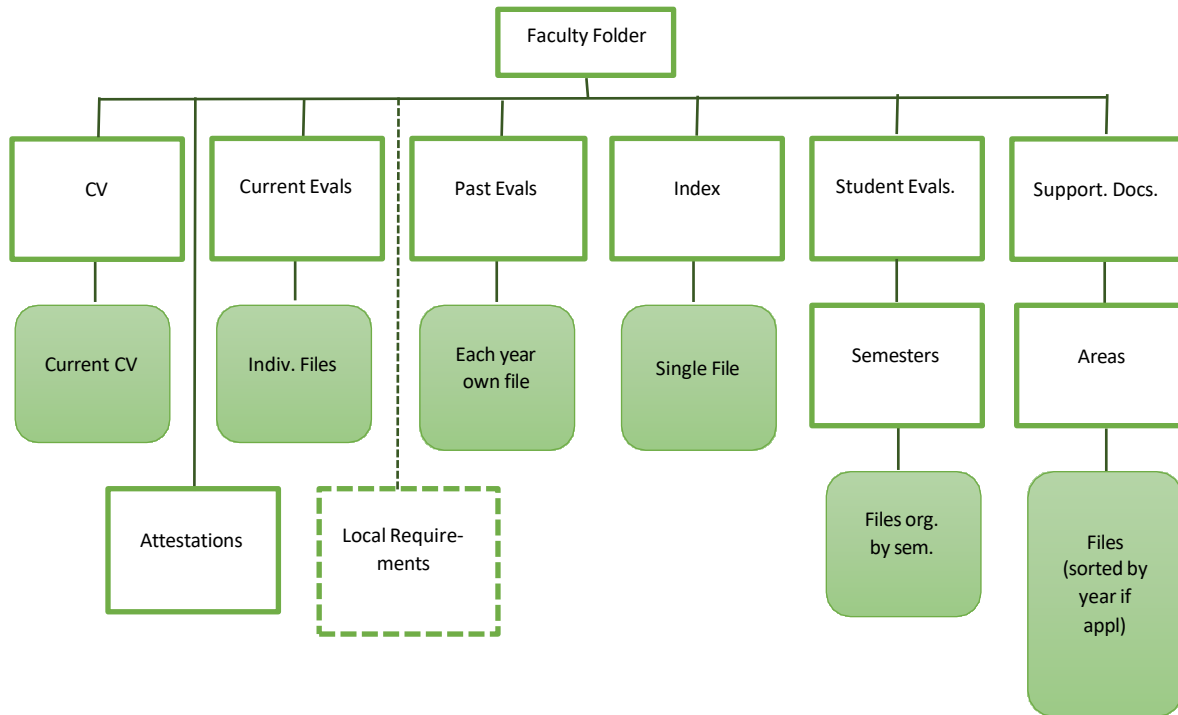


Figure 1: Sample file structure for faculty member's electronic RTP file. White boxes with green border are files, solid green boxes represent files stored within the folders. The "Local Requirements" folder is college/department dependent and will not exist for all faculty.

### Supporting Documents

The supporting documents are typically the largest component of the WPAF. Grouped into the four areas of evaluation, Teaching Effectiveness, Scholarship and/or Creative Activity, Service to Campus, and Service to Community are the four sections in the WPAF. Typically, the files move through the various levels of evaluations with supporting documents from the period under review but also with supporting documents from previous cycles as well. Some departments/colleges encourage faculty to pare down the supporting documents – but that is generally left for the faculty member to decide.

Retention evaluations should focus on the work over the past year. So aside from tenure and promotion review, there is no technical need to retain supporting documents, although faculty members may choose to include. The prior year evaluation letters serve as the source of information from the prior reviews. If there are areas of concern in prior reviews, they should be addressed in the evaluation letters; subsequent reviews can see if there was a response to the concerns since the faculty member was notified. If a reviewer does feel the need to review older supporting documents that are not included, a request to the faculty member to provide the material may be made, however these requested documents may not be added to the WPAF, they are to be viewed and returned to the faculty.

Those under review for tenure/promotion have a review that covers a longer time frame. As such, those should be digitized for the appropriate time period (typically since initial appointment or since last promotion (UARTP 4.09)).

## Setup of Repository

Academic Affairs built the initial primary structure of the system, down to a “faculty template” folder. The overall file structure should follow something along the lines of what is shown in Figure 2.

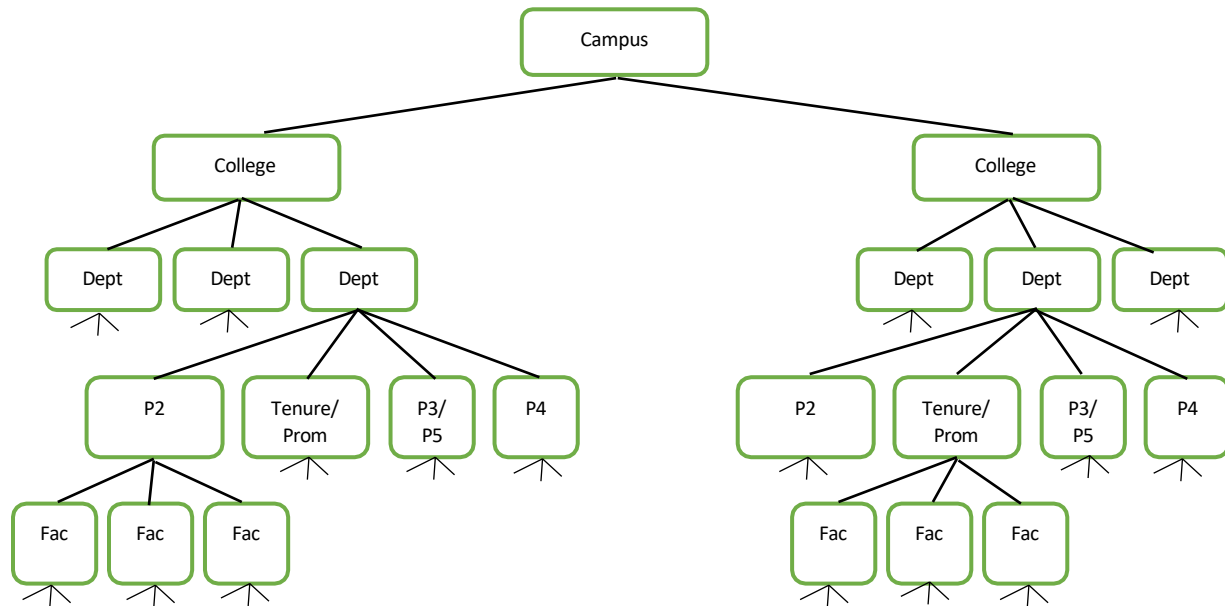


Figure 2: Proposed global folder structure for interim electronic WPAF.

Colleges are in the best position to be able to track the individual faculty members who are subject to review and should add folders for each of these faculty members in the appropriate location. Colleges should also set up their structure in a College OneDrive account, which will require an annual renewal through IRT, NOT a College Analyst’s OneDrive account. College analysts will maintain the log-in access that is appropriate for the reviews. The OneDrive RTP User Guide shows how to administer access to the folders. The access structure and timeframes are summarized in Table 1.

Table 1: Access rights and timeframes of various reviews

Stage	Access Group	Timeframe
<b>File Building</b>	Faculty Member (edit), Department ASC (edit), College Analyst	Until Closure Date
<b>Primary Review</b>	Primary Committee (restricted), College Analyst	Closure until Primary Letter Due
<b>Secondary Review</b>	Secondary Committee (restricted), College Analyst	End of Primary Letter Waiting Period until Secondary Letter Due
<b>Dean Review</b>	Dean (restricted), College Analyst	End of Previous Level Waiting Period until Dean Letter Due
<b>Provost Review (if applicable)</b>	Provost (restricted)	End of Dean Level Waiting Period until Provost Letter Due

As with past practice, the Dean’s Offices will distribute copies of primary, secondary, and deans’ letters to the faculty member; OFA will be responsible for distributing final Provost letters to the faculty member and will copy the Dean. The Dean, who is the file custodian, or a college designee, will be responsible for updating the repository when letters and or rebuttals are added for the primary, secondary, dean level, and Provost letters in the eWPAF and physical PAF.

## Building Files

Ultimately, the prepared file is the responsibility of the faculty member. Specifically, the index, CV, supporting documents, and any specific requirements by the college/department are generated by the individual faculty member. The student evaluations and previous evaluations are the responsibility of the college and/or department. At the time of file closure, the faculty member must submit a memo within the file attesting that the file is complete and ready for review. The OneDrive User Guide shows how to move material into the file. Once the files are “built” access should be restricted level access to all but the college analyst and OFA (as the owner of the folder structure).

Within the Supporting Documents folder, there should be four folders: Teaching, Scholarship/Creative, Service to Campus, and Service to Community. Within these folders will be the digitized copies of the supporting documents. It is recommended that most files be in a PDF format, as these are not easily editable; however other common file types (jpg, png, mp4, etc) may be used as needed. The documents can be organized by year, if appropriate, but the file size should not be too large, as not everyone has high speed internet or computing power to handle very large file sizes. It is recommended that the scan be no larger than 25-30 pages in length. The file name should reflect the index item range contained within the file (e.g. 2019-20 Teaching 1-15.pdf could mean index items 1-15 in the teaching effectiveness section for the 2019-20 academic year, 2019-20 Teaching 16-23.pdf could continue this with index items 16-23. Similarly, 2019-20 Teaching 24.pdf may only contain one item).

When the faculty member has completed uploading their materials, they should review for completion the materials added by the college and department. When satisfied that the material is correct and ready for review, they will certify that the file is complete and ready for review by adding a memo to the attestation folder. Colleges may provide templates for the attestation memo for consistency. The analyst will verify the presence of this memo before releasing to the primary committee.

## Resources for Digitization

- **Adobe Acrobat** - Faculty have the ability to install Adobe Acrobat as part of the Adobe Creative Cloud Suite on their work and personal computers. For information on installing Acrobat, please see the [Knowledge Base Article](#) developed by IRT. IRT has also developed training and tutorials on Acrobat that can be found [here](#).
- **Microsoft Office Lens** - [Microsoft Office Lens](#) is a tool that is part of the Office 365 Suite. It allows mobile phone (iOS and Android) to use the camera to create PDF documents. You can download from the respective store and use your SaLink credentials to register for the tool.
- **High Speed Scanners** – While most of the documents that are will be added to the files are already in a digital format, there may be some that need to be scanned. All colleges, and many departments, have scanners available to faculty to use. Please reach out to the college and department staff to determine how and when access is available. Some scanners may be able to email the documents to the faculty member, all should be able to use a USB thumb drive to save the scan.

### Access to Files and Deliberation

Files will be stored in OneDrive which has password protected access to the files to ensure the integrity of the files. Only those with evaluative (or operational) needs should be granted access. Even then, access will only be granted during times when it is needed. The OneDrive RTP User Guide shows reviewers how to gain access to the files they need to review.

Faculty and administration reviewers will be able to view files at any location with reliable internet access. They are expected to retain the privacy and confidentiality of the files as defined in our policies. When reviewers access files, they will need to note their access according to the process developed by their college.

Committees will conduct their deliberations via the modality of their choice (Zoom, Teams, in-person, etc.). Signing of the document should be within the normal practice of the unit, to the extent possible. Colleges should consider developing a method to use Adobe Sign for letters that is consistent with their normal practice.

The letters will be sent to the Dean of the College to distribute to the faculty member as normal. The reviews will also send the “access log” process developed by the college. The letter will be distributed to the faculty member; faculty may respond to the evaluations per normal policy. The college analyst will upload copies of the letters, and any rebuttals, to the “Current Year’s Evaluation” folder and the access log to the attestation folder after the response time frame has ended.