

## **COSM Tenure and/or Promotion and Post-Tenure Review Information**

The following procedures and deadlines apply to providing appropriate tenure and/or promotion and post-tenure review documents to the Office of the Dean, consistent with the requirements of the Office of the Provost and the Faculty Handbook. The decisions for tenure and/or promotion or post-tenure review shall be based upon the evaluation of evidentiary sources submitted by the candidate and letters of recommendation provided by the candidate's department committee and chair, in accordance with the Procedures and Policies given in the Faculty Handbook and Departmental Guidelines (consult your Department Chair and/or Promotion and Tenure Committee).

- Faculty Handbook  
<https://www.westga.edu/administration/vpaa/assets/docs/faculty-handbook.pdf>

Effective Fall 2018, the university has chosen Google Sites to create the UWG electronic dossier templates, and the template provided follows the UWG Faculty Handbook.

### **COSM "Point of Contact"/Electronic Dossier Administrative Designee:**

Questions or concerns regarding COSM Tenure and/or Promotion and Post-Tenure Review Policies and Procedures and movement of the electronic dossier documents within COSM should contact:

Dr. Greg Payne, Associate Dean  
College of Science and Mathematics  
Email: [gpayne@westga.edu](mailto:gpayne@westga.edu)  
Tel: 678-839-5190 or 678-839-4040

Important dates regarding the submission and evaluation of the Promotion and/or Tenure and Post-Tenure Review Dossiers may be found at the following links:

- COSM Timetable  
<https://www.westga.edu/academics/cosm/cosm-deadlines.php>
- Provost Instructions and Timetable  
[https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/Promotion and Tenure Instructions.pdf](https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/Promotion%20and%20Tenure%20Instructions.pdf)  
[https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/Promotion Tenure Timetable.pdf](https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/Promotion_Tenure_Timetable.pdf)

## **Electronic Dossier Instructions and Templates**

Links to the Electronic Dossier Instructions, the Electronic COSM Tenure and/or Promotion Template, and the Electronic Post-Tenure Review Template are provided below:

- Electronic Dossier Instructions  
<https://www.westga.edu/academics/coss/assets-coss/docs/ElectronicDossierInstructionsREVISEDMay2018.pdf>
- COSM Electronic Tenure and/or Promotion Dossier Template  
<https://sites.google.com/a/westga.edu/cosm-dossier-template/>

- COSM Post-Tenure Review Template  
<https://sites.google.com/a/westga.edu/uwg-post-tenure-review/>

If applying for Tenure and/or Promotion, the following forms must be included within your dossier:

- Recommendation for Promotion Form  
[https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/Promotion\\_Recommendation-Form.pdf](https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/Promotion_Recommendation-Form.pdf)
- Recommendation for Tenure Form  
[https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/tenure\\_recommendation\\_form.pdf](https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/tenure_recommendation_form.pdf)

**Electronic Dossier Support** may be obtained through the University of West Georgia’s Online Faculty Development Office (<https://uwgonline.westga.edu/faculty-training.php>) and/or Google Sites (<https://sites.google.com/>).

*“Each department, school, college, or the Library must specify acceptable additional evidentiary sources for teaching, service, and professional growth and development. Additional evidentiary sources must be approved by the faculty and the Dean of the respective school or college, the Vice President for Academic Affairs/Provost, and must be published in the academic unit’s respective promotion and tenure documents.”* (Faculty Handbook , 103.0302.5, page 19). Acceptable evidentiary sources relevant to Tenure and/or Promotion and Post-Tenure Review have been embedded in the Electronic Dossier Navigation Bar. While constructing your Electronic Dossier, it may be necessary to add and/or remove “Navigation Menu Items”. **It is especially important that Navigation Menu Items not used in the construction of your dossier be removed.** The following links provide instructions to assist you in the “Removal of Menu Items” and “Embedding Documents” in Google Sites:

- Removing Menu Items in Google Sites:  
<https://www.westga.edu/academics/coss/assets-coss/docs/RemoveMenuItems.pdf>
- Embedding Documents in Google Sites:  
<https://www.westga.edu/academics/coss/assets-coss/docs/EmbedDocuments.pdf>

Electronic links to evidentiary sources (e.g., using Google Drive) that may be too large to attach or to conveniently embed (e.g., books, computer programs, etc.) should be included and accessible. In addition, it may be necessary to submit a “hard copy” of those evidentiary sources as a supplement to the electronic dossier.

### **Submission of the Electronic Dossier (Electronic Dossier Instructions; Steps 11-12; Pages 15-17)**

Once your electronic dossier is complete, you will give your College Designee ownership of your site by or prior to the Department deadline. Once received by your College Designee, that person will remove your ownership of the document and share your dossier with the appropriate units and levels for review. **You will not be able to see or change the Dossier during the review. You will have ownership restored at the end of the entire review process.**

**Additional Information for the Candidate:**

1. Once each level has finished its review, you will be given a copy of the letter as outlined in the UWG Faculty Handbook and following your College's process. ALSO, the reviewers will give an electronic copy to the Designee, who will upload the letter to your Dossier.
2. If you wish to appeal, give your appeal letter (electronically) to the Designee, who will forward it to the Committee Chair (or Department Chair, Dean, Provost – depending on the level of review).
3. You will notified of the outcome of the appeal, per the Faculty Handbook, and if there is a new letter, the Designee will repeat step 1 above.
4. **Once you receive your Dossier back from the Provost's office, it is recommended that you transfer ownership to a personal Gmail account.**