

## **Electronic Dossier Instructions Using Google Sites**

The University of West Georgia has moved to an electronic dossier format effective Fall 2018. A committee was formed with representatives across campus to develop a uniform framework for implementation across campus. The committee considered many factors in choosing the platform and the format, including cost, the university's ability to provide I.T. support, and accessibility for faculty. The committee chose Google Sites to create the UWG dossier template, and the format follows the [UWG Faculty Handbook](#).

This document contains directions for modifying, accessing, and transitioning the dossier through the levels of review. Please note that the original set-up may be new for people, but once that step is completed, the format is intuitive and easy to use. UWG also provides support for using Google Sites through videos and training sessions: <https://uwgonline.westga.edu/faculty-training.php>.

*Please click the link in the Table of Contents below for the directions applicable to you.*

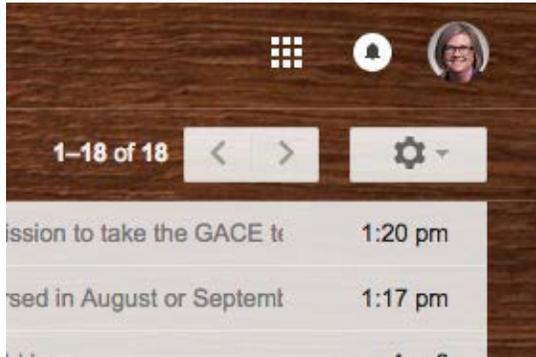
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## How to Find / Use Google Sites Dossier Templates

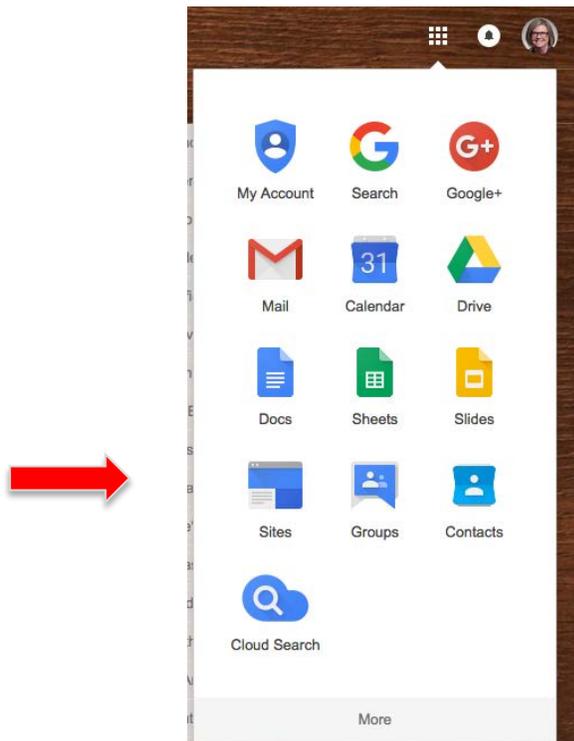
Step 1:

Google sites is accessed from your UWG email site. Click on the nine-dot square on the upper right corner of your UWG Gmail account.



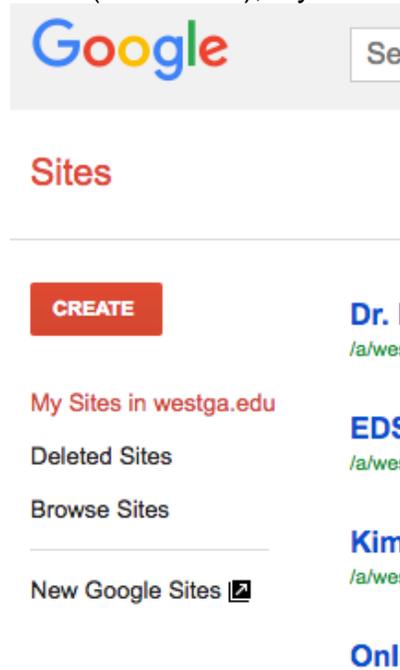
Step 2:

Choose google sites form the available options. You may have to click 'more' at the bottom if you have not accessed sites previously.



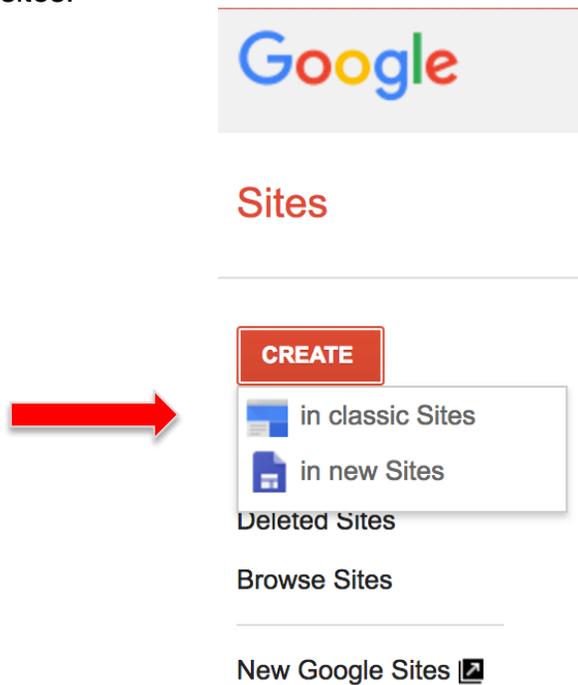
Step 3:

Ensure that you are on the old Google Sites. You should see a link for New Google Sites (see below), if you see that you are in the correct place.



Step 4:

Once you have ensured you are on the old google sites you will click create, in classic sites.



Step 5:

Once you are on the site click 'browse the gallery for more'

CREATE Cancel

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Select a template to use:

 Blank template

 Browse the gallery for more



Name your site:

Ignore this box to name your site – you will do this later.

Site location - URLs can only use the following characters: -,A-Z,a-  
https://sites.google.com/a/westga.edu/

After you have completed Steps 1 - 5, please go to the instructions specific to your role:

[Instructions for Deans](#)

[Instructions for Faculty](#)

[Instructions for the Dossier Designee](#)

[Instructions for the Dossier Reviewers](#)

## **Instructions for Deans for Creating Individualized Templates**

Deans have two things they need to do to prepare for faculty to use an electronic dossier format. First, they need to designate a staff member who will manage the dossier progression through the levels of review. Instructions for the designee are included in this document. Throughout the dossier this person is referred to as the “Designee.”

Second, the Dean may wish to make the template specific to the College (or even individual departments.) The instructions below include the steps for individualizing the template.

Please note that template has gone through multiple levels of review, has been approved by the Provost, and follows the UWG Faculty Handbook. For consistency across the university please do not rearrange the template. However, you can customize to your college (e.g. inserting the College/School/Department name into the header, or adding tabs specific to your guidelines).

To customize the template to your college you will need to follow the steps above for accessing the template. Instead of saving the site as the candidate you will save it as your college (e.g. COE Dossier Template). Once you have reviewed and/or revised save it as a template (see below). Once it is saved as a template you will not have to do this again unless P & T criteria changes.

After naming/modifying your dossier template send this instruction packet to the faculty so they are able to access and use the dossier template.

To Individualize the Dossier Template:

- Follow Steps 1 – 5 on pages 3 through 5 of this Instruction Packet.
- Then follow Steps 6 through 10 below:

Step 6:  
Select the UWG Dossier Template. You may need to scroll or search to find the correct template.

Select a Site Template

westga.edu

Search gadgets

Public

- Featured
- Business collaboration
- Activities & events
- Schools & education
- Clubs & organizations
- Personal & family
- Government & non-profits

Policy

Language

English (US)

UWG | Online Tutorials  
The UWG|Online Student Services Team is here to help with any questions or co...

UWG Generic Google Site Starter  
UWG Generic Google Site Starter

Volunteer  
Volunteer website for The Coliseum

NewTemplate1  
Denny

MSN ePortfolio  
The purpose of the MSN ePortfolio is to provide a space in which graduate nur...

TestTest2  
Test

Electronic Dossier  
UWG Dossier Template



Step 7: Once you click on the template you will be taken to another screen to officially select it by clicking select at the bottom of the page.

Select a Site Template



UWG Dossier Template

By Lara Willox

This is the UWG approved dossier template.

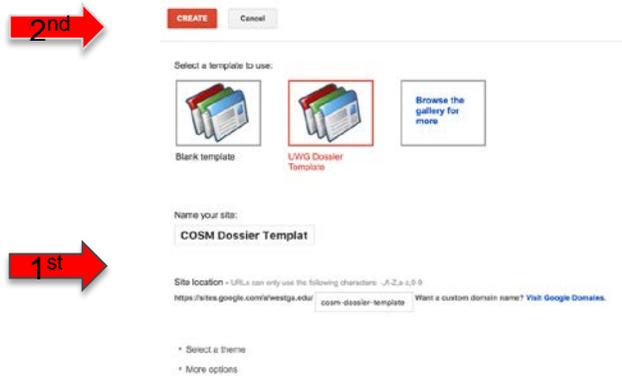
<https://sites.google.com>



Select Cancel < Back to Gallery

### Step 8:

You need to name your template so that faculty can find the one specific to your College or Departments. Change the name (e.g. COSM Dossier Template). Once you complete the name click 'CREATE' at the top of the page.



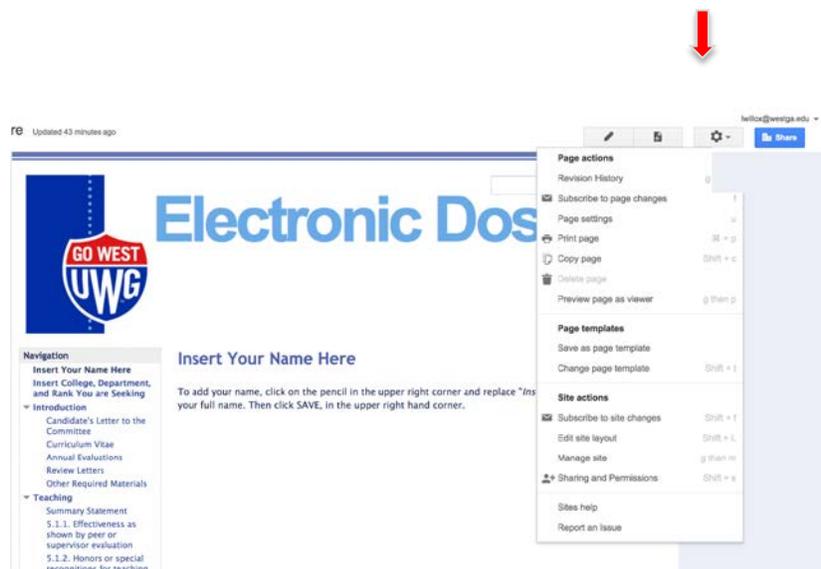
### Step 9:

Review the format of the dossier, which aligns with the UWG Faculty Handbook. If you wish to add information specific to your College or Department, you can edit the site by clicking on the pencil icon. (For additional help go to: <https://uwgonline.westga.edu/faculty-training.php>. The Online Faculty Development office staff will also support you if needed.)

### Step 10:

Once you are satisfied that the template is ready for faculty to use, you will save the site as a template:

Click on the cog in the right hand corner and from the drop down menu choose 'Manage Site'.



After you click manage site you will need to click 'Publish the site as a template' half way down the page.

**Manage Site** SAVE Cancel

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**< Willox, Lara COE Dossier**

- Recent site activity
- Pages
- Attachments
- Page templates
- Apps Scripts
- Deleted items
- General**
- Sharing and Permissions
- Themes, Colors, and Fonts

Site name   Show site name at top of pages

Site categories - Enter one or more comma-separated tags that others can use to find this workspace (e.g. Business, Personal)

Site notice - a disposable message that will be shown to site visitors.

Display "More Details" button on site notice  
If checked, the site notice will contain a "More Details" button linking to the page or URL chosen below.

Choose URL

Site description - what is the purpose of this site

Landing page - This is the default landing page that users will see when they visit your site  
**Insert Your Name Here** [Change](#)

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Copy this Site Publish this site as a template Delete this Site



You template will now be available for faculty use.

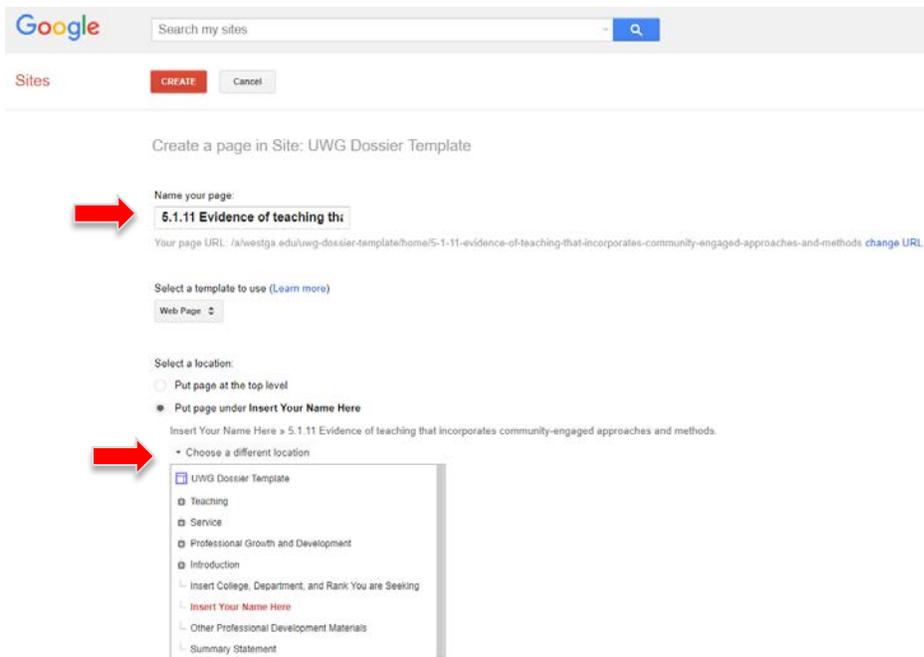
## Instructions for Revising Individualized Templates

If the UWG Faculty Senate revises or adds evidentiary sources to the Faculty Handbook, a designee for from the College/School will need to revise their Individualized Template, as follows:

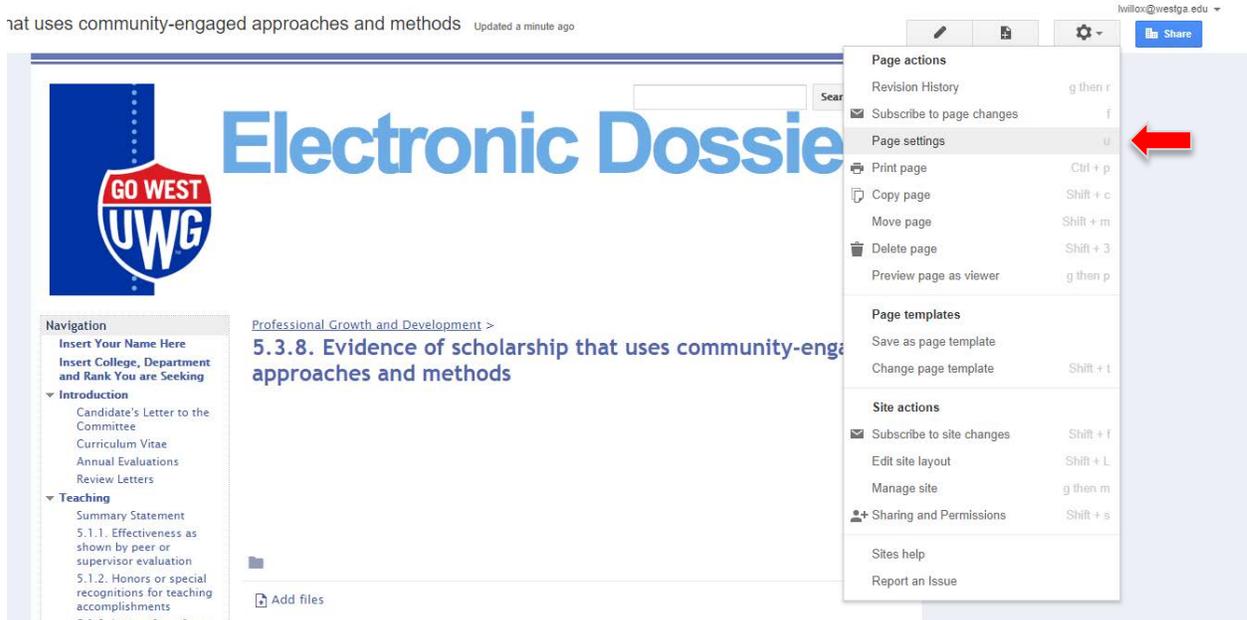
- The person who created or has ownership of the template needs to navigate back to the template and edit as needed. To edit wording follow the steps above for adapting the template. Below are instructions for adding pages and updating the navigation bar.
- To add pages you click the icon beside the pencil, paper with a plus sign.



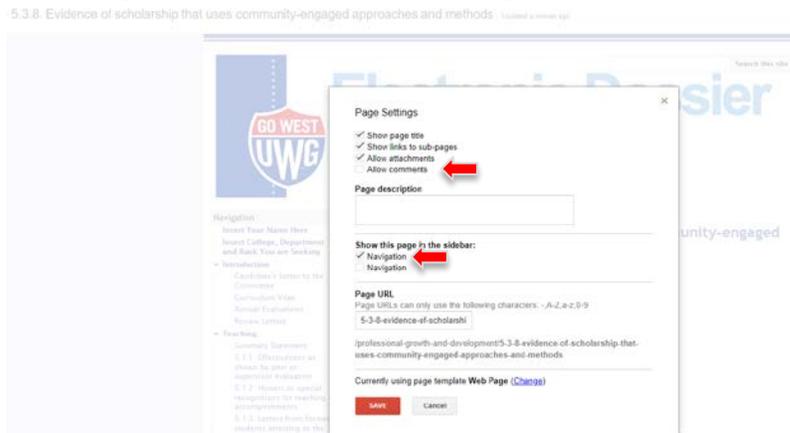
- You will be asked to name your page. Add the name of the page and click choose a different location to put the page. Choose the category to place the page and click it. Then press create and on the page that comes up click save.



- Once you save the page you will need to set up the page to take the comments off and to have the page appear in the side bar navigation. To access this menu you need to click the cog in the upper right hand corner and choose page settings.



- In the Page Settings menu you want to uncheck allow comments and check the top navigation under "Show this page in the sidebar:" Then save!



- Now you will need to move the page to the location you prefer in the side bar. Start with the cog and click “edit site layout”. Choose the side bar. Find your page and use the arrows to move it to the location you prefer. Then click ok and close.

Configure navigation

Title:

Display title

Automatically organize my navigation

Select pages to show

- 5.3.3. Scholarship of Teaching and Learning
- 5.3.4. Grants
- 5.3.5. Honors and awards for research, scholarship, or other creati
- 5.3.6. Recognition by professional peers
- 5.3.7. Scholarship that promotes and improves student learning an
- 5.3.8. Other as approved by departments and colleges
- Other Professional Development Materials
- 5.3.8. Evidence of scholarship that uses community-engaged app

Add page Add URL

Include a link to:

- Sitemap
- Recent site activity

OK Cancel

You will repeat these steps to add additional pages.

## Instructions for Faculty for Building an Electronic Dossier

To Create an Electronic Dossier for Submission

- Follow Steps 1 – 5 on pages 3 through 5 of this Instruction Packet.
- Then follow Steps 6 through 12 below:

Step 6:

Select the UWG Dossier Template specific for your college or unit (e.g. COE Dossier Template). If you are submitting for Post-Tenure review there is a template labeled UWG Post-Tenure review. You may need to scroll or search to find the correct template.

Select a Site Template

westga.edu

Search gadgets

Public

- Featured
- Business collaboration
- Activities & events
- Schools & education
- Clubs & organizations
- Personal & family
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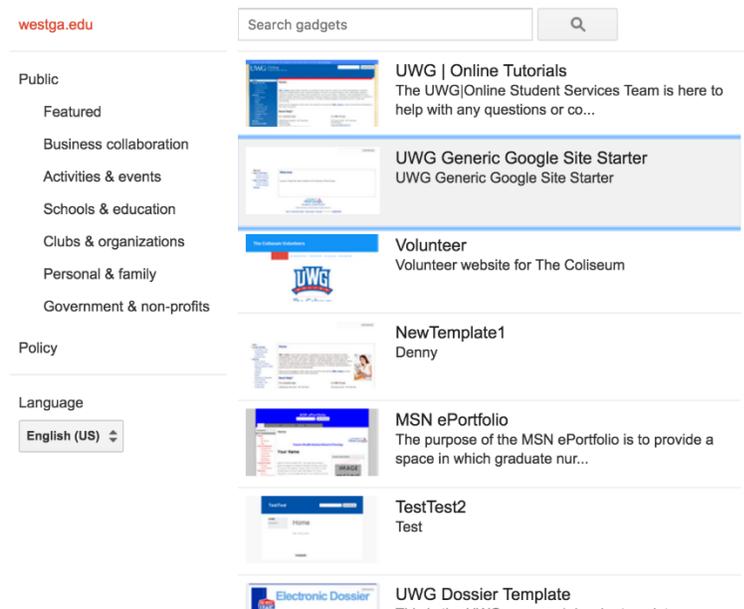
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Electronic Dossier  
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Select a Site Template

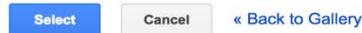


UWG Dossier Template

By Lara Willox

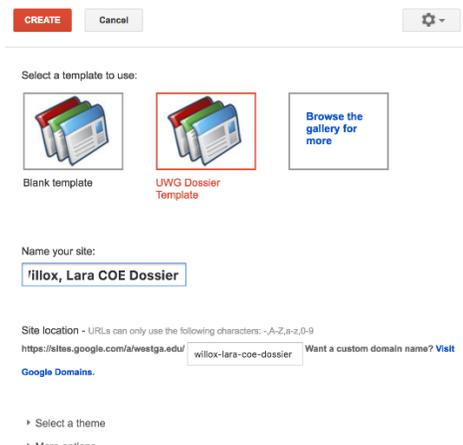
This is the UWG approved dossier template.

<https://sites.google.com>



Step 8:

You need to name your site, the UWG naming protocol is your last name, first name, College dossier (e.g. Willox, Lara, COE dossier). If you are going for Post-Tenure review please label last name, first name, Post-Tenure review and year (Willox, Lara Post-Tenure review 2018). Once you complete the name click 'CREATE' at the top of the page.



**Step 9:**

You have now created your google sites dossier and it will be available in Google Sites. You can access in the future repeating steps 1 and 2. For support in adding your materials to your electronic dossier please see <https://uwgonline.westga.edu/faculty-training.php>. The Online Faculty Development office staff will also support you if needed.

The screenshot shows a Google Site interface. At the top, there is a header with the text "Insert Your Name Here" followed by "Updated a minute ago". To the right of this header are icons for editing, a document, settings, and a "Share" button. Below the header is a blue horizontal line. On the left side, there is a "GO WEST UWG" logo. To the right of the logo, the title "Electronic Dos" is displayed in large blue letters. Below the title is a placeholder box containing the text "Insert Your Name Here". To the left of the main content area is a "Navigation" menu with the following items: "Insert Your Name Here", "Insert College, Department, and Rank You are Seeking", "Introduction" (with sub-items: "Candidate's Letter to the Committee", "Curriculum Vitae", "Annual Evaluations", "Review Letters", "Other Required Materials"), and "Teaching" (with sub-items: "Summary Statement", "5.1.1. Effectiveness as shown by peer or supervisor evaluation"). To the right of the navigation menu, the text "Insert Your Name Here" is repeated, followed by a paragraph: "To add your name, click on the pencil in the upper right corner and replace 'Inse your full name. Then click SAVE, in the upper right hand corner."

**Step 10:**

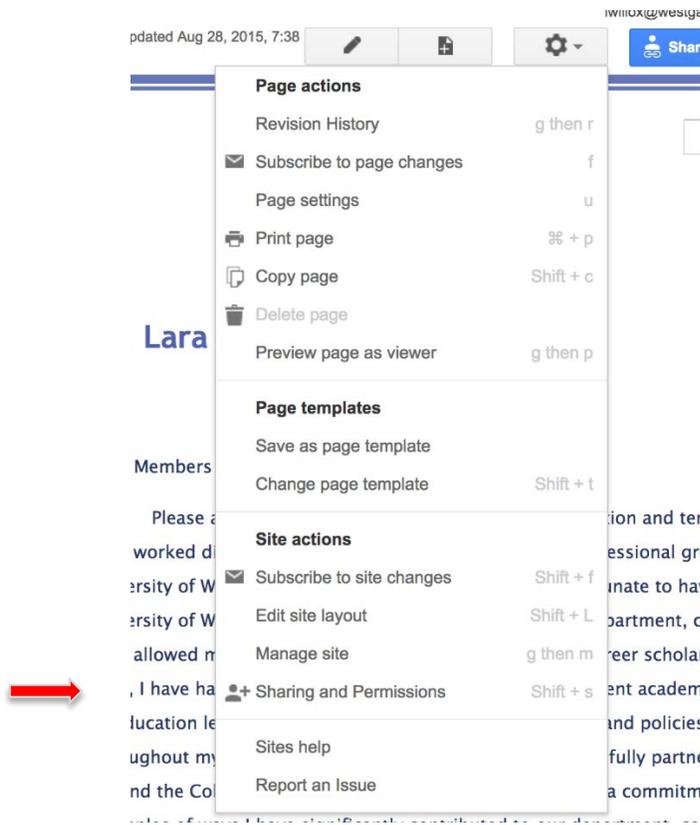
Add your materials to your Dossier, delete the evidentiary sources that you do not use.

**Step 11:**

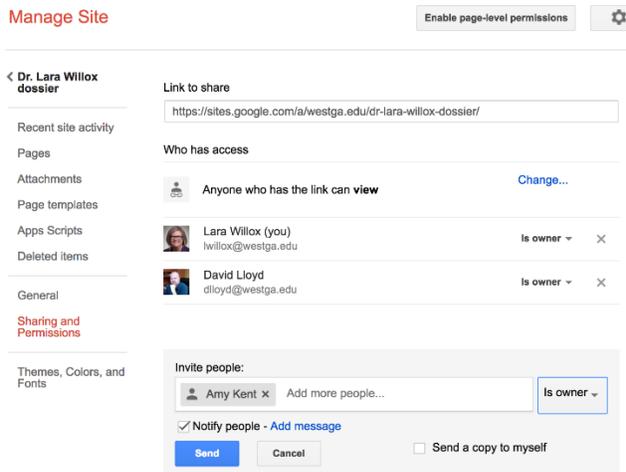
Once your Dossier is complete you will need to give your College/Unit designee ownership of your site. You will need the person's UWG email. Click on the cog in the upper right hand corner.

The screenshot shows a Google Site interface. At the top, there is a header with the text "Dr. Lara Willox Dossier" followed by "Updated Aug 28, 2015, 7:38". To the right of this header are icons for editing, a document, settings, and a "Share" button. A red arrow points down to the settings gear icon. Below the header is a blue horizontal line. The email address "lwillox@westga.edu" is visible in the top right corner.

**Step 11:**  
Choose sharing and permissions from the drop-down menu



**Step 12:**  
Enter the email address of the designee in the “invite people” area. Using the pencil drop down menu choose is owner ensure notify people box is checked. Hit send.



Once received by your College/Unit Designee, that person will remove your ownership. 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 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, transfer ownership to a personal Gmail account. This will ensure you retain ownership if you leave UWG.

## Instructions for Moving the Dossier Through Levels of Review

Spring semester prior to review year:

- Send out schedule of dates, deadlines and electronic dossier instructions to all P&T candidates.

Here is how you manage the Dossier Review Process, which begins in Fall semester:

1. Confirm that all candidates have turned over **ownership** of their dossier to you by the date determined by the Dean. You should receive email notification automatically generated by Google. To determine whether you have been given ownership, click the link in the email from the candidate, or go to Google sites (see steps a-c below) to check.
2. Send a list of dossiers received, including whether they are going up for Promotion, Tenure, or both to the Provost's Office.
3. Following the P&T review schedule, you will now give access to the first level of review by following the steps below:
  - a. Click on the 9 dot square on the Gmail screen.
  - b. Click on Sites.
  - c. Click on the candidate's dossier site.
  - d. Since the candidate should not be able to review or change his/her dossier during the review process the designee need to take ownership away from the candidate. This is done by clicking on the *Share* box in the top right corner of the screen. Click on the X beside the candidate's name to remove his / her access. (Ensure no one else has access, if there are others X them off as well.)
  - e. Once you are ready to provide access to the first level of review (e.g. department committee) use the following steps to give *view only* access:
    - ii. Add email addresses in the *invite people* box,
    - iii. Using the pencil drop down menu click *view only*,
    - iv. Ensure the notify people box is checked and hit send.
4. Once that level has completed its review, it is the responsibility of the Committee Chair, Department Chair, Dean, or Provost to give the candidate a copy of the review letter and also one to you.) Add the letter to the dossier by following these instructions:
  - a. Go to the dossier on Google Sites, see steps a-c.
  - b. Click on *review letters* found under the Introduction header.
  - c. Ensure the letter is saved in a way that identifies the level of review (e.g. Dean's review letter)
  - d. Click on *Add files*.

- e. Attach the letter.
  - f. It saves automatically.
5. If a candidate appeals, he/she will give you a copy of the appeal letter. You must forward it electronically to the Committee Chair (or Department Chair, Dean, Provost – depending on the level of review). The reviewer(s) will consider the appeal, and then you will repeat Step 4 above.
  6. Repeat these process, removing previous reviewers and adding new ones, as the dossier progresses through the review process. It is very important that you adhere to the timeline established by the Provost for this progression.

## **Instructions for the Committee/Chair/ Dean/Provost Conducting the Review**

1. The Designee for your College will email you an invitation to the Dossier Reviewers for each dossier under review. You can click on that and it will take you right to the dossier. The dossiers you need to review will now be in Google Sites for you, so to go back to them you may go through your email again, or follow steps 1 and 2 on page 3 of the Instruction Packet. You may review the dossiers from any location.
2. The candidate does not have access to the Dossier while it is moving through the process.
3. If you cannot access any materials, contact the Designee, who will alert the candidate or IT services, if needed. Please do not hold this against the candidate until the Designee has investigated the technical problem.
4. Once you have voted and finalized the letter, give a copy to the Candidate as outlined in the UWG Faculty Handbook and following your College's process. ALSO, submit an electronic copy to the Designee, who will upload it to the Dossier. Remember, the candidate does not have access to see the Dossier while it is under review, so the committee chair/Dean/Provost needs to complete both of these steps.
5. If a candidate appeals, the Designee will forward the appeal electronically to the Committee Chair (or Department Chair, Dean, Provost – depending on the level of review). Repeat Step 4 above.
6. Once your level of review is complete, access to the Dossiers will be removed.

Instructions Updated May 2018