

# UNIVERSITY OF WEST GEORGIA

## DIVISION OF ACADEMIC AFFAIRS



### Professional Review Electronic Dossier (eDossier) eDossier for Pre-Tenure Review, Promotion & Tenure, and Post-Tenure Review

#### CourseDen Guide for Faculty and Administrative Staff

This guide provides information creating and building eDossiers in CourseDen for professional reviews, including pre-tenure review, promotion and tenure, and post-tenure review. This guide includes information for faculty preparing for professional review and for administrative staff in the colleges and schools who support faculty in the professional review process. This guide and other documentation will be included in the professional review templates in CourseDen and are also posted on the [Provost's website](#) (see the Promotion and Tenure tab under Faculty Forms and Resources).

**College or School Designee:** Each academic college and school has a designated administrative staff or faculty member who supports faculty in the professional review process. They can assist faculty with the creation of an eDossier in CourseDen and will facilitate the process once the faculty member formally submits the eDossier for review, allowing access to others who will evaluate the eDossier. Faculty are encouraged to contact their college / school designee before creating an eDossier. If you are not certain who the designee is in your college or school, refer to the list below or contact the office of your academic dean:

[College & School eDossier Designees](#)

#### Questions and Contacts

If you are a faculty member and have questions about creating an eDossier, adding materials to your eDossiers, or about the professional review process in your college, contact your college / school designee (see above) who supports faculty in the professional review process. Your department chair and academic dean can also assist you with questions about the professional review process.

If you have questions about this guide or have suggestions for edits or additions, submit them to David Newton ([dnewton@westga.edu](mailto:dnewton@westga.edu)).

#### Important Links

[eDossier Sandbox Request form](#)

[Requesting an eDossier Sandbox KBA](#)

[eDossier CourseDen Technical Instructions](#)

[eDossier Introduction and Guide](#) (Link to this Guide on Provost's Website)

[College & School eDossier Designees](#)

[UWG Faculty Handbook](#)

## Table of Contents

[Introduction and Key Features](#)

[eDossier Templates](#)

[Time Frame and Review Cycle](#)

[How to Access CourseDen and Create an eDossier](#)

[Building the eDossier](#)

[Submitting the eDossier for Review](#)

[Completing the eDossier Process and Retrieving Materials](#)

[Institutional Background for eDossiers](#)

[Feedback on eDossier Templates and Process](#)

[Frequently Asked Questions](#)

## I. Introduction and Key Features

The University of West Georgia requires electronic dossiers (eDossiers) for faculty who are submitting documentation to support professional reviews and promotions. UWG hosts its eDossier process in [CourseDen](#), the institution's learning management system (LMS). Faculty who are going up for professional review (pre-tenure review, promotion and/or tenure to associate and/or full professor, promotion to senior lecturer, and post-tenure review) must submit an electronic eDossier as part of the review process. Information on what is required for submission as part of the professional review can be found in the [UWG Faculty Handbook](#).

The eDossier templates in CourseDen follow exactly the requirements in the [UWG Faculty Handbook](#) for tenure and promotion. The Faculty Handbook is the definitive source for all policies related to tenure and promotion at West Georgia and should be consulted—along with any unit-specific criteria—in making determinations about tenure and promotion. Questions about specific requirements related to tenure and promotion should be directed to a faculty member's program coordinator, department chair, academic dean, or to the Provost. The eDossier simply provides an electronic format for

housing all documentation related to a faculty member's professional review. Should criteria related to Tenure and Promotion change, the eDossier template will be revised to reflect these updates to requirements.

For faculty who have previously used the eDossier templates in Google, the format will appear similar. However, the process in CourseDen should be easier since it only requires faculty to upload documents into the appropriate module. For all faculty, creating an eDossier will be similar to building a course in CourseDen.

## II. eDossier Templates

CourseDen contains five approved templates listed below. All faculty should use these approved templates as the starting point for building a dossier, since they are correctly aligned with the requirements in the faculty handbook. Colleges, schools, and academic programs should not create additional templates in CourseDen.

**Third Year (Pre-Tenure) Review Template:** For tenure eligible faculty, typically submitted in the spring of their third year of eligibility for tenure and promotion.

**Associate Professor Template:** For tenure-eligible faculty who are seeking tenure and/or promotion to associate professor.

**Professor Template:** For tenured faculty who are seeking promotion to full professor.

**Senior Lecturer:** For lecturers who are seeking promotion to senior lecturer.

**Post-Tenure Review:** Tenured faculty must submit every five years after the award of tenure.

The sandbox in CourseDen also includes a blank eDossier template for faculty who are importing a previous eDossier sandbox. If you are using the eDossier templates in CourseDen for the first time, do not use the blank eDossier.

## III. Timeline & Process

The timeline with specific dates and deadlines for the pre-tenure, tenure and promotion, and post-tenure review processes is distributed every spring by the Provost's Office in advance of the next academic year. The timeline includes specific dates when dossiers are due. Typically, portfolios for promotion and/or tenure (all levels) and post-tenure review are due in the fall and portfolios for pre-tenure review are due in the spring. Check with the office of your academic dean for specific dates.

**Review Cycle & Access to Templates:** For all review levels (pre-tenure, promotion and/or tenure, and post-tenure review) CourseDen will open for eDossier creation in the spring of each year and will close at the end of May the following year, after the review cycle has been completed. Upon closing, all existing eDossiers in CourseDen will be returned to the faculty of record to download materials and will be removed from CourseDen. See eDossier Transition from Google below.

**Space Utilization:** To resolve concerns and USG guidelines about utilizing CourseDen as storage space and space capacity limits, eDossiers cannot be stored permanently within CourseDen. The platform will open for access in advance of each review cycle and then close once the process is completed. Faculty will have the ability to download all documents from their eDossier to their own storage drives in advance of closing.

**eDossier Transition from Google:** The eDossier templates in CourseDen will be available for the 2025-2026 review cycle for all professional reviews. For 2025-2026, the templates will open in the spring (April 2025), so that faculty can begin developing portfolios in the new format and administrative and support staff will be able to troubleshoot any technical issues. If faculty are already working in Google Sites platform, they can elect to remain there for the 2025-2026 cycle. However, faculty are strongly encouraged to transition to the CourseDen platform. The goal is to have all faculty eDossiers transitioned out of Google Sites for the 2026-2027 review cycle.

**Accessibility:** Faculty creating eDossiers will be encouraged to make sure that all documents conform to accessibility requirements for CourseDen. Tutorials are available to assist faculty with creating accessible documents. For more information: [Making Materials in CourseDen Accessible](#).

## IV. How to Access CourseDen and Create an eDossier

### Important Links

[eDossier Sandbox Request form](#)

[Requesting an eDossier Sandbox KBA](#)

[eDossier Technical Guide](#)

[College & School eDossier Designees](#)

To create an eDossier, faculty or the college / school designee must submit a [eDossier Sandbox Request](#) form. Once the request is processed, faculty will have access to the professional review template to create their own eDossier. The college / school designee who supports faculty in the professional review process can make this request on behalf of faculty. Both the faculty member and the college designee will be added to the course so that the designee can administer the process once the faculty member formally submits the eDossier for review. For assistance with requesting an eDossier, see the knowledge base article, "[Requesting an eDossier Sandbox](#)."

## V. Building the eDossier

### Important Links

[eDossier Technical Guide](#)

[CourseDen for Faculty](#)

Modules and subsections in modules correspond to sections in the Faculty Handbook. If you are not including documents in a specific subsection, you can delete it from the eDossier.

**Recommendation:** Create a folder in OneDrive and add materials there in sub-folders (teaching, service, professional development, etc.) prior to attempting to upload into CourseDen. This is similar to the process that many faculty employed with Google Sites.

## VI. Submitting the eDossier for Review

Once a faculty member is ready to submit the eDossier for formal review, the college / school designee will remove faculty from the eDossier so that it can be shared with and reviewed by others who are part of the professional review process (for example, faculty on the department or college committee, department chair, dean, provost, and president). Once the review process has been completed, the faculty member will be added to the eDossier again so they can retrieve (download) their materials before all active eDossiers are closed at the end of May.

The college / school designee will add others who need access to review the eDossier.

## VII. Completing the eDossier Process and Retrieving Materials

The process and routing of eDossiers for professional reviews vary.

Pre-tenure reviews are submitted in the spring of each academic year and are only evaluated at the program and college / school level.

Promotion and tenure reviews are submitted in the fall, and the process typically concludes toward the end of the spring semester.

Post-tenure reviews are submitted in the fall and are completed during the spring semester.

## VIII. Institutional Background for the Electronic Dossier

In fall 2018, the University of West Georgia moved to an electronic dossier format (eDossier) for faculty promotion and tenure processes. A committee with representatives from each college / school, from the Faculty Development Committee of the Faculty Senate, and from ITS worked to develop a uniform framework for implementation across campus. This included creating templates for each level of professional review, keyed to requirements in the faculty handbook. Classic Google Sites was selected for the UWG promotion and tenure eDossier.

In fall 2020, Google announced the discontinuation of the Classic Google Sites effective December 2021. A committee with representatives from each college / school, from the

Faculty Development Committee of the Faculty Senate, and from ITS to transition the university's eDossier process from Google Classic Sites to the New Google Site. The committee focused on three tasks: 1) create eDossier templates in the New Google Sites that faculty would use to build portfolios for professional review; 2) develop an instructional guide for faculty who had previously created an electronic dossier in the Classic Google Site and who needed to transfer their existing documentation into the New Google Site; and 3) develop an instructional guide for faculty who were creating an eDossier for the first time.

In 2024, UWG transitioned to Microsoft, which required the identification of a new platform for electronic dossiers. A committee with representatives from each college / school, the Faculty Development Committee of the Faculty Senate, the Institute for Faculty Excellence, UWG Online, and ITS began work in fall 2024 and recommended that UWG transition its eDossier platform to CourseDen. The committee then developed templates for each level of professional review, keyed to requirements in the faculty handbook, and drafted instructional guides for faculty and administrative staff. Committee members were Amy Cuomo, Patrick Hadley, Erin Brannon, Arielle Vaughan, Andy Walter, Yun Cheng, Beth Sheppard, Kelly Dyar, Jennifer Edelman, Amanda Springer, Amy Cuomo, Suzanne Garrett, Jason Milam, Mandi Campbell, Brian Roberts, Brian Nichols (co-chair), David Newton (co-chair).

## Institutional Feedback for eDossier and the Professional Review Process

Recommendations or suggestions for improving the eDossier templates or the professional review process should be submitted to the Faculty Development Committee of the Faculty Senate or to deans of the respective academic units on campus. Suggestions for edits to this guide should be submitted to David Newton ([dnewton@westga.edu](mailto:dnewton@westga.edu)).

## Frequently Asked Questions

### 1. How can I access the templates on CourseDen?

- o Complete the [Request an eDossier Sandbox Form](#). The eDossier request form includes a question to indicate which template should be included in the course. The template options include Senior Lecturer, Associate Professor, Professor, Pretenure/Third-Year Review, Post tenure, and an empty sandbox for easily importing a previously reviewed dossier.

### 2. Which eDossier template should I request?

- o [Section II of the CourseDen eDossier Guide](#) outlines which template may be appropriate for an upcoming review.

### 3. What is a "Blank eDossier Sandbox?"

- o Requesting a blank sandbox as an eDossier template will provide faculty with an empty course, similar to the start of a new semester. The blank sandbox will not include any modules or submodules. This option is ideal for faculty that plan to import a previously constructed eDossier to

continue building upon for an upcoming review. Instructions for importing a previously reviewed eDossier are available in the [Import/Export/Copy Components Knowledgebase article](#).

**4. Who can request an eDossier Sandbox in CourseDen?**

- o Faculty or Administrative Support Staff in each College or School can fill out the [eDossier Sandbox Request form](#).

**5. Who should be added to my eDossier?**

- o The Administrative Staff for your College or School can be included, but it is not a required field to complete. The designated Administrative Staff for each College or School will be enrolled in the eDossier course to assist throughout the review process.

**6. How will reviewers see the eDossier in CourseDen?**

- o Review committee members and others involved in the review process will be enrolled in the eDossier course as a TA (Course Tutor). This role will present the Content area of an eDossier course similar to the student view. Reviewers will *not* have the ability to make changes to an eDossier course.

**7. How long does it take for an eDossier sandbox to be created in CourseDen?**

- o An eDossier course and the requested template will be available within approximately one business day after submission of the [eDossier Sandbox Request form](#).

**8. How long will faculty have access to their eDossier course?**

- o Upon completion of the review process, faculty will be notified with guidance to export their eDossier. Courses will not be removed without at least a 30-day reminder to faculty. Instructions for exporting a course are available in the [Import/Export/Copy Components Knowledgebase Article](#).

**9. Why are there limitations for storing eDossiers in CourseDen?**

- o Effective January 2025, the University System of Georgia published an update to the [storage policy for the Learning Management System \(LMS\)](#).

**10. Do all documents in an eDossier need to be a PDF?**

- o No, eDossiers may include assorted formats of materials such as Word documents, images, videos, links to external web pages, or more. Faculty are encouraged to include accessible materials in an eDossier course on CourseDen.

**11. Can my eDossier be downloaded as a PDF or collection of PDF files?**

- o No, CourseDen supports exporting as a Brightspace package which will preserve the layout and structure of the course content and uploaded files. Faculty are encouraged to have individual materials stored on OneDrive as a backup.

**12. Where can I learn more about the new eDossier process and CourseDen eDossier courses?**

- Guides and resources for promotion and tenure are available on the [Faculty Forms and Resources page](#) of the Office of the Provost and Vice President for Academic Affairs website.
- Information about CourseDen sandboxes is available on the [Requesting an eDossier Sandbox Knowledgebase Article](#).