

Submission of Faculty Evaluation Materials on Faculty Review

Faculty evaluation materials should be uploaded **as PDFs** to Grizzly Gateway using the Team Site “Faculty Review.” Materials can be shared with Department Chairs, the Dean, Faculty Review Committees, and the Promotion and Tenure Committee. In the case of tenure and promotion, materials to be shared with outside evaluators are also uploaded to Faculty Review.

Department Chairs are asked to oversee the submission of the appropriate items for each faculty member according to the deadlines within the Evaluation section of the Faculty Handbook and following the table included in the memo from the Dean, sent to faculty in November each year, about the evaluation process.

Some useful guides when using Faculty Review:

ACCESS AND UPLOADING:

- Access Faculty Review by entering the Grizzly Gateway, clicking “Team Sites,” and then clicking “Faculty Review.” Be sure to select “Documents” on the left side of the screen to view individual folders and files.
- All documents must be uploaded within an individual’s folder as PDFs for easy viewing when using a variety of browsers. The executive assistant in the Dean’s Office will create a folder and manage access permissions for a new tenure-track faculty member. Academic Department administrative assistants and chairs will manage folders and documents for all other faculty.
- Documents added in the Department folder can be viewed by all members of the department, so it is important to be in an individual faculty member’s folder before uploading documents.
- New folders can be created by clicking the “FILES” tab at the top of the screen then “New Folder.” Folders should be created within an individual faculty member’s folder by using the format of the academic year followed by the type of review. For example: “2018-19 Initial Review” or “2019-20 Annual Review.” Please group documents and place into appropriately named folders such as “SPTQs,” “Syllabi,” “Publications,” etc. within the yearly review folder.
- Document names should be short and easily identifiable to be able to upload from the original source to Faculty Review or to move within folders on Faculty Review. SPTQs should be uploaded as PDFs with shortened, identifiable names (ex. Eng443 F18 Smith). Please use a similar format for syllabi.
- Use Explorer View to make file transfers/uploads very simple. To do so, you must use Explorer as your browser. Click the “LIBRARY” tab at the top of the screen and select “Open with Explorer.” This will open the “document library” as a standard Windows Explorer folder and list of documents which can then be dragged and dropped either from another drive, such as the S drive, or within folders on Faculty Review.

PERMISSIONS

- Access and permissions to upload and view materials are controlled by the Executive Assistant in Academic Affairs.
- Department Chairs, tenured faculty, and tenure-track faculty members have access/permissions to upload materials to Faculty Review.
- Permissions to create folders and access/upload materials are given to academic department administrative assistants unless otherwise requested.
- Members of the faculty who are not in tenure-track positions should share evaluation materials directly with the Department Chair. The Department Chair, with the assistance of the academic department administrative assistant, will upload these materials.
- Using the timelines in the Faculty Handbook for Promotion and Tenure Review (see below), the Executive Assistant in the Dean’s Office will change the level of permissions/access for the individual

faculty member to edit materials. Access will be changed from “edit” to “read” for faculty undergoing Initial, Pre-tenure, Tenure, and Promotion to Professor reviews per those timelines. After the access change has been made, documents are available to read/view and download, but can no longer be edited. Any additional materials must be uploaded by either the department chair or the Dean’s Office.

Initial Review

- September 15: Candidates undergoing Initial Review submit professional dossier to department chair. *Permissions to upload or remove materials will be changed to “read” after this date.*
- October 1: The department chair shares the evaluation with the candidate prior to submission to the Dean. The candidate may then supply additional documentation and/or a rebuttal in the event of a disagreement with the department chair’s evaluation. *The department chair, department administrative assistant or the Dean’s Office will have access to upload the rebuttal to Faculty Review.*
- October 15: The chair’s evaluation and the candidate’s dossier, together with any additional documentation and/or rebuttal, will be made available to Dean. All materials will then be made available to the Promotion and Tenure Committee.
- December 15: Candidates will be notified of the results of the Initial Review.

Pre-Tenure Review

- October 15: Candidates undergoing Pre-Tenure Review submit their professional dossier to the Faculty Review Committee. *Permissions to upload or remove materials will be changed to “read” after this date.*
- November 1: The FRC shares the evaluation with the candidate. The candidate may then supply additional documentation and/or a rebuttal in the event of a disagreement with the FRC evaluation. *The FRC chair, department administrative assistant or the Dean’s Office will have access to upload the rebuttal to Faculty Review.*
- November 15: The FRC evaluation and the candidate’s dossier, together with any additional documentation and/or rebuttal, will be made available to the Dean. All materials will then be made available to the Committee on Promotion and Tenure
- December 15: Candidates will be notified of the results of the Pre-Tenure Review.

Tenure Review

- May 1: Candidates under consideration for tenure submit a list of their items for external review and an annotated list of names of possible external reviewers to the Dean without contacting the reviewers. *The list of potential reviewers and materials should also be uploaded to Faculty Review for access by the Dean’s Office for the purpose of recruiting outside evaluators. Materials for outside evaluators will be sent after the September 1 deadline.*
- June 1: FRC chair submits names of possible external reviewers to the Dean without contacting the reviewers. *The list of potential reviewers and materials should be uploaded to Faculty Review for access by the Dean’s Office for the purpose of recruiting outside evaluators.*
- September 1: Candidates submit to the Dean an updated resume and materials for external review with a brief cover letter for the reviewers.
- October 15: Candidates submit their professional dossier to the FRC. *Permissions to upload or remove materials will be changed to “read” after this date.*
- November 15: FRC chair submits recommendation to the candidate for comment. The candidate may then supply additional documentation and/or a rebuttal in the event of a disagreement with FRC recommendations. *The FRC chair, department administrative assistant or the Dean’s Office will have access to upload the rebuttal to Faculty Review.*
- December 1: Candidates submit professional dossier to the Dean with FRC final recommendation and any additional documentation to the Dean.
- February 28: President notified candidates of the Board’s decision.

Promotion to Professor

- April 1: Dean invites Associate Professors completing their fourth year **or after** to submit materials for promotion consideration.
- May 1: Candidates under consideration for promotion submit a list of items for external review and an annotated list of names of possible external reviewers to the Dean without contacting the reviewers. *The list of potential reviewers and materials should be uploaded to Faculty Review for access by the Dean's Office for the purpose of recruiting outside evaluators. Materials to outside evaluators will be sent after the September 1 deadline.*
- May 15: Dean will review the composition of the Faculty Review Committee
- June 1: FRC chair submits names of possible external reviewers to the Dean without contacting the reviewers. *The list of potential reviewers and materials should be uploaded to Faculty Review for access by the Dean's Office for the purpose of recruiting outside evaluators.*
- September 1: Candidates submit to the Dean an updated resume and materials for external review with a brief cover letter for the reviewers.
- December 1: Candidates submit their professional dossier to the FRC. *Permissions to upload or remove materials will be changed to "read" after this date.*
- February 5: FRC chair submits recommendation to the candidate for comment. The candidate may then supply additional documentation and/or a rebuttal in the event of a disagreement with FRC recommendations. *The FRC chair, department administrative assistant or the Dean's Office will have access to upload the rebuttal to Faculty Review.*
- February 15: Candidates submit professional dossier to the Dean with FRC final recommendation and any additional documentation to the Dean
- June 15: Candidates will be notified by the President.

Please refer to the Faculty Handbook for specific information about the evaluation process. Evaluation: <https://www.ursinus.edu/offices/academic-affairs/faculty-handbook/faculty-benchmarks/evaluation/>

Timeline: <https://www.ursinus.edu/offices/academic-affairs/faculty-handbook/faculty-benchmarks/promotion-and-tenure-review/>