

## COSM OneDrive Electronic Submission Instructions for Non-Tenure Track Faculty (Promotion)

Use these instructions for the following C(e) of change. The names of the folders already been created

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<p>4. Dean (PDF)</p>	<p>from each single review period should be compiled into one PDF document in chronological order.</p> <ul style="list-style-type: none"> <li>o Follow the naming below <ul style="list-style-type: none"> <li>x 1-3rdYrRevLetters.pdf</li> <li>x 2-5thYrRevLetters.pdf</li> </ul> </li> <li>o If the individual has gone through more than one 5<sup>th</sup> year review, use the following naming convention: (5thYrRevLetters1.pdf-5thYrRevLetters2.pdf)</li> </ul> <p>D. Advisory Letters Subfolder: Review letters will be uploaded individually</p> <ul style="list-style-type: none"> <li>o Access to this folder will evolve from department level to the Provost as the dossier progresses through the stages of review.</li> <li>o When a letter writer uploads to this folder, the candidate, department head, and dean should also receive copies for personnel files</li> <li>o The pdfs of the Advisory Letters should be titled: <ul style="list-style-type: none"> <li>x 1-DepartmentCommitteeLetter.pdf</li> <li>x 2-DepartmentHeadLetter.pdf</li> <li>x 3-CoSMCommitteeLetter.pdf</li> <li>x 4-CoSMDeanLetter.pdf</li> </ul> </li> </ul>
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Folder: *Section III – Teaching and Student Learning*

Contents:

- A. SOI Information (subfolder)
  - 1. Table Summary (PDF)
  - 2. Written Summary (PDF)
  - 3. Complete SOI Reports (PDF)
- B. Peer Evaluations (subfolder)
  - 1. Peer Evaluations (PDF)
  - 2. Peer Evaluation Policy (PDF)
- C. Evidence of Student Learning (subfolder)
  - 1. Evidence of Student Learning (PDF)
- D. Support Documents for Teaching (Subfolder)

This sub-folder contains three sub-folders:

  - 1. Course Documents
  - 2. Evidence of Course Curriculum Program Development
  - 3. Teaching Development Activities

*Section III – Teaching and Student Learning*

Section III contains 4 folders. The candidate for tenure and promotion, is responsible for uploading the files and evidence in folders A, B, C, and D.

Subfolders and Their Contents:

- A. SOI Information Subfolder contains the following 3 pdf documents:
  - o Table(s) summarizing student opinions of instruction for the period under review. Summary information must include numerically scored questions for each class section, the number of students and number of respondents.
    - x Instructions for creating an Instructor Summary Report from the SOI portal (prior to Fall 2019) and/or SmartEvals (Fall 2019 to present), can be found: <https://www.valdosta.edu/academics/academicaffairs/sois/exportsoi-reports.php#instructorsummarysmartevals>

- All SOI reports generated that include all questions and student comments from the period under review combined into a single pdf document
  - x The pdf should be titled 3-CompleteSOIReports
- B. Peer Evaluation Subfolder contains 2 files: peer evaluations and peer evaluation departmental policy
  - Combine all peer evaluation files into one PDF file, which should be named: PeerEvaluationsOfTeaching.pdf
  - If there is a departmental peer evaluation policy and/or form, please place in this subfolder with name: 2-DEPTNAMEPeerEvaluationPolicy.pdf (e.g. PAGETPeerEvaluationPolicy.pdf)
- C. Evidence of Student Learning Subfolder contains evidence of student learning (e.g., pre/post assessment data and analysis student portfolios, performance evaluations, capstone projects, etc.)
  - The number of files depends on materials submitted please use appropriate filenames consistent with the file naming convention adopted so far.
  - Within the summary or analysis of evidence of student learning, the candidate can include copies of assessments, assignments, portfolios, or can refer to documents uploaded into Folder D. Support Documents for Teaching
- D. Support Documents for Teaching Subfolder contains three subfolders to organize additional evidence of teaching and

- consistent with the file naming convention adopted so far.
- o 3. Teaching Development Activities Subfolder contains supporting documents or evidence for teaching development activities (e.g., teaching workshops or conference attended, participation in CELT Session, learning new pedagogy, etc.)
  - x The number of files depends on materials submitted; please use appropriate filenames consistent with the file naming convention adopted so far

