UDAcademe: Instructions For Promotion and Tenure in UDAcademe

The Promotion and Tenure Process:

Candidates build their Dossiers in UDAcademe. The UDAcademe system is set up in advance to collect candidate input in a standardized format. Scholarly, teaching and service activities entered into the system for prior reviews or purposes can be reused, thus saving the candidate substantial time in constructing the dossier. The contents of the dossier are the choice of the candidate, but the structure is standardized to aid in the multiple stages of review. UDAcademe is scheduled so that access to the Dossier for reviewers is opened and closed for the appropriate review periods as defined in the Faculty Handbook. Adherence to deadlines is critical since access is automatically turned off on the deadline date and time.

For Set-up - Department Chair / School Director Responsibilities:

When the faculty member declares their intent to see promotion and/or tenure the Department Chair or Director needs to supply to UDAcademe Administration the following details:

1	**Candidate Name**
2	**Department or School**
3	**Current tenure status (e.g., CT, not tenured on track, tenured)**
4	**Promotion Action Sought (e.g., promotion to Professor, promotion to Associate with tenure, promotion to Associate without tenure, tenure only no promotion)**
5	**External review dossier content (partial or full dossier – please describe)**
6	**External review start date (when are materials to be sent out duet)**
7	**Who is responsible for loading confidential reviews**
8	**List Dept Committee members**
9	**Dept Committee Chair**
10	**Identify Staff Support if responsible for recording Committee Reviews**
11	**Department Chair Name (Chair)**
12	**Department Staff Support Person (Staff)**
13	**Who submits Chair Review (Chair or Staff)**

There will be a separate evaluation stage for the department to submit confidential review documents. This stage must be completed by end of business September 1. UDAcademe Administration will set up that input step to allow access to the person identified in line 7 above.

For the Candidates:

Shortly after your department chair provides the above information, the UDAcademe administration will set up in UDAcademe an "Input Form" for you to create your dossier. You will also be invited to a workshop; Developing the Dossier in UDAcademe. Workshop times will be offered in April and May. When you receive the invitation, please promptly follow the invitation link to reserve your workshop seat.

Full instructions, demonstration and discussion of the dossier development in UDAcademe will be provided at the workshop. We will also discuss options for preparing your material for external review.

How to prepare for the workshop: You can be prepared in advance by making sure that your activities (i.e., scholarship, teaching and service activities) in UDAcademe are up to date and that you have made any appropriate attachments to scholarly activities (e.g., manuscripts or urls for completed scholarship), courses taught (e.g., syllabi and course evaluations), and evidence of service that you would like to appear in your dossier. You will be able to select from these activities in the Dossier Input Form. Also prepare your personal statements for teaching, research and service, and any other documents required by your department or the university (e.g., your Department P&T Policy, prior 2 and 4 year reviews for promotion to Associate with Tenure). Please see the Faculty Handbook http://facultyhandbook.udel.edu/handbook/44-promotion-and-tenure and your Department P&T Policy http://provost.udel.edu/resources/faculty-policies/college-department-resources/ for required and suggested evidence.

Adding material to the Dossier after September 1: The Faculty Handbook makes provision for the candidate to insert additional material after the dossier is under review. It is important for reviewers to know when the new material is added in the review process. Thus, the candidate is to provide the new material to the person holding the review at that time (the committee chair in the case of a committee). Committee Chairs are responsible to share any new material received during their committee's review with the members of the committee. The committee chair, department chair, dean or provost who receives additional material during their review will indicate on the form when submitting their review that they received additional material and will attach that material along with their review.

Appeals and Withdrawals: Candidates have the right to appeal recommendations at every step. The candidate must respond to the review within 5 working days of the review. At that time the candidate must indicate in their response the intent to appeal, must contact the author of the recommendation being appealed to schedule the appeal, and alert UDAcademe@udel.edu so that the appeal step can be initiated for the reviewer. If the candidate chooses to withdraw they should notify their Department Chair and send a notice to UDAcademe@udel.edu so that we can turn off subsequent access.

For Promotion and Tenure Committees and Committee Chairs:

On the date following the prior step in the review process you will automatically have a Dashboard Action Item in UDAcademe to access candidate(s) dossier(s). Your dates of access are:
- Department Committee: September 2 – **October 1**
- College Committee: October 16 – **December 1**
- University Committee: January 3 – **February 15**

Committee members have view only access to the dossiers. Committee members cannot alter the material in the dossier, nor submit any comments in the system. Committees are expected to act in the same way as they have previously and committee/department faculty votes are to be

obtained in the same way as you have done in the past. The department committee prepares a review, and obtains the vote of the voting faculty.

The Committee Chairperson is responsible for submitting the committee report, the tally of the faculty vote, and the resulting recommendation. There will be an "Evaluate" button in the Chair's review window. That button opens the form in which the Committee Chair records the tally of the voting faculty, the resulting recommendation, and uploads the committee review document.

A candidate may submit to the committee additional material to be considered during the review. The committee chair is responsible to share any new material received during their committee's review with the members of the committee. The committee chair who receives additional material during their review will indicate on the form when submitting their review that they received additional material and will attach that material along with their review.

It is critical that your committee meet the deadlines above. Your access to submit reviews will be turned off at 11:55 pm eastern on the deadline date**. The committee access to the dossier is closed on the due date or when the committee chair submits the review, which ever happens first.** If you are unable to meet a deadline you must notify UDAcademe@udel.edu in advance of the deadline to request an extension.

If a candidate notifies the committee chair of intent to appeal, the chair should send a message to UDAcademe@udel.edu so that we can add the candidate to the committee appeal access.

For Department Chairs, Deans and Provost:

The Department Chair access to the dossier opens on September 2, but the chair must be aware that they will not be able to view the department committee recommendation until it is submitted and must not complete their review until after they have received the department committee recommendation. Chair's recommendations are due **October 15.**

Dean's access to the dossier will open the day after the college committee submits their review. An Action Item will appear on the Dean's UDAcademe Dashboard when the dossier opens to them. An automated email from Faculty180 alerts the Dean that the dossier is open. The Dean's review is due on end of day on **January 2**.

Provost's access to the dossier opens when the University Committee submits their review. An Action Item will appear on the Dean's UDAcademe Dashboard when the dossier opens to them. An automated email from Faculty180 alerts the Dean that the dossier is open. The Dean's review is due end of day on **February 28**.

If a candidate notifies the administrator of intent to appeal, the administrator should send a message to UDAcademe@udel.edu so that we can add the candidate to the administrator's appeal access step.

"Evaluation Author:" In UDAcademe the "Evaluation Author" is the person who submits the review. The Evaluation author does not have to be the evaluator. If you have a support staff person who serves to upload and submit your evaluation, you must notify

UDAcademe@udel.edu in advance so that we can add them to the access and change their role to "Evaluation Author."

Deans and Provost: If you rely on an Associate Dean or Vice Provost (respectively) to provide input to your review, you must notify UDAcademe@udel.edu in advance so that we can add that person to the view access list.

Regarding external reviewer access:

For security and training purposes external reviewers do not have access to UDAcademe. However, there are several options for sharing all or a portion of the dossier with external reviewers. The UDAcademe staff are available to consult with departments to determine the most efficient way to share dossier contents with external reviewers depending on the policies and procedures of the individual department.

Regarding training and support:

- Candidate Dossier Preparation Training: April and May
- Reviewer Training: First two weeks of fall semester.
- Administrative and Reporting Training: TBD
- Ongoing Support: UDAcademe@udel.edu or by phone at 831-2021

All questions and requests regarding UDAcademe implementation should be sent to UDAcademe@udel.edu.