University Rank & Tenure Committee
Electronic Submission Guide for Faculty & Schools/Colleges

Guidelines for preparation and electronic submission of review materials for consideration by the College/School Rank & Tenure Committee and by University Rank & Tenure are presented below for both the candidate and the college/school. Following these guidelines will facilitate the review processes of the various committees undertaking tenure and promotion candidacies.

This document is intended to correspond with the *Rank and Tenure File Preparation Guidelines* which has detailed descriptions and instructions for content and may be found on the Academic Affairs Policies and Procedures page using this link: http://www.seattleu.edu/academicaffairs/policies/

Contents

Candidate Electronic Submission Guidelines:

PDF FORMAT: *Submit documents as PDF formatted files. The PDF format is required for two reasons:*

1) Unlike Word/Excel/PowerPoint documents, someone viewing your PDF document cannot delete or alter the contents by mistake

2) PDF format allows placement of a security feature on your documents so that they cannot be printed or viewed without permission. **PDF formatting helps maintain the integrity and confidentiality of your file.**

To create a PDF formatted file, you may scan a hard copy or convert existing electronic ones created in Word, Excel or PowerPoint. Please do not scan/save your documents in the PDF/A format as this will prevent application of security features on your document. PDF/A formatted documents and documents in any other format that is not PDF will not be accepted. If a document is submitted that is not in PDF, you will be asked to re-scan or re-save the document as a PDF and re-submit.

PDF Format

YES!

PDF/A, Excel, Word, other formats.

NO!
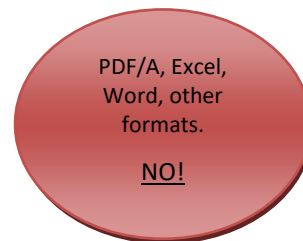
FILE NAMES & FOLDERS

File Names: Name each PDF document according to the file naming conventions in Appendix I. Adherence to these naming conventions will facilitate reviewers' ability to find the documents.

Folders: Place documents into one of five subfolders according to the organizational and naming conventions for folders in Appendix I.

SUBMISSION OF ELECTRONIC REVIEW DOCUMENTS TO COLLEGE

If you have not already done so, contact your department chair or dean's office regarding how and when to submit electronic file documents (i.e. thumb drive, disc, etc)

NOTE: Once your file has been submitted to your department or college and the formal review process of your file has begun, additions to your file may be made only with the written consent of your department chair or department/college review committee or dean.

School/College Electronic Submission to URTC:

Schools/colleges are responsible for ensuring that all electronic file submission requirements are met as noted in the Candidate Electronic File Submission guidelines (above) as well as the requirements of the *Rank and Tenure File Preparation Guidelines* with regard to content. To help facilitate committee review, electronic files will only be accepted by URTC when they meet the required formatting and organizational conventions.

Additionally, schools/colleges shall prepare the electronic files for submission to the University Rank & Tenure Committee as follows:

PASSWORD ENCRYPTON

Documents in Folders II and III require password encryption for both viewing and printing by the committee.

Single File Encryption

1. Open PDF document
2. Select Tools, either in the right hand tool bar, or by clicking View/Tools.
3. Select Encrypt and Encrypt with Password
4. Select "Require a password to open document" and then enter the password (see below)
5. Select "Restrict editing and printing of the document" and then enter the password (see below)

Creating a Macro
So that you do not have to repeat the steps over and over for single file encryption, you may create a macro.

1. Open PDF document
2. Select Tools, either in the right hand tool bar, or by clicking View/Tools.
3. Select Encrypt and Manage Security Policies
4. Click New
5. Use Passwords is already selected, so press Next
6. Name the Encryption Macro – e.g. URTC Passwords (whatever you wish) and insert a description (optional) then press Next
7. Select "Require a password to open document" and then enter the password (see below)
8. Select "Restrict editing and printing of the document" and then enter the password (see below)
9. Press Next/Enter. You will be prompted to enter both passwords again to complete the macro.

Using Macro Encryption
1. Create a Macro Encryption as per above.
2. Select Tools, either in the right hand tool bar, or by clicking View/Tools.
3. Select Encrypt and then select the name of your encryption macro. This will apply the macro to the document.

Following application of the encryption, the PDF document must be re-saved with a slightly different name. It is recommended that you simply ad a space between a dash or something else that does not change the integrity of the naming conventions. Then delete the original unencrypted document.

*****PASSWORDS*****

All encrypted documents submitted to University Rank & Tenure must have a pre-defined password set that is assigned by Faculty Services. Schools/college should contact the Office of Faculty Services at 206-398-4422 to receive the encryption codes for this year. Documents that are encrypted with another password set will be returned for correction of the encryption.

Appendix I – Tenure & Promotion to Associate Professor

Organization & Naming Conventions

(Photo Illustrations in Appendix III)

Folder or Document	Document Title	Description	File Naming Format	Sample File/Folder Name
FOLDER I No Encryption		**Introductory Statement and Vita**		**I-Introductory Statement and Vita**
I-A	Introductory Statement	Introductory Statement	I-A-Last—Intro	I-A-Jones—Intro
I-B	CV	Comprehensive Curriculum Vitae	I-B-Last-CV	I-B-Jones-CV
FOLDER II Encryption Required		Recommendation letters from all review committees and external letter writers (documents added by dean's office).		II - Department-College Actions & Recommendations
II-A	Department Recommendation	Recommendation letter from the Department Personnel Committee	II-A-Last-Dept	II-A-Jones-Dept
II-B	Chair Recommendation	Recommendation letter from the Department Chair	II-B-Last-Chair	II-B-Jones-Chair
II-C	College R&T Recommendation	Recommendation letter from the College Rank & Tenure Committee	II-C-Last-CRT	II-C-Jones-CRT
II-D	Dean's Recommendation	Recommendation letter from the School/College Dean	II-D-Last-Dean	II-D-Jones-Dean
II-E	External Letters	External evaluations of scholarship	II-E#-Last-Ext	II-E1-Jones-Ext II-E2-Jones-Ext II-E3-Jones-Ext

Folder or Document	Document Title	Description	File Naming Format	Sample File/Folder Name
II-F	Candidate Correspondence	Candidate letter to the College	II-F-Last-Candidate Corresp	II-F-Jones-Candidate Corresp

FOLDER III **Encryption Required**		**Prior Reviews, including Mid-Probationary and Annual Reviews**		**III - Prior Reviews**
III-A		Mid-probationary Review (for tenure candidates)	III-A-Last-Mid	III-A-Jones-Mid
III-B		Annual Professional Reviews (For tenure candidates, this includes all prior annual reviews. For promotion candidates, this includes all reviews since the last promotion but not more than previous 5 years.)	III-B-Jones-APR Year	III-B-Jones-APR 2009 III-B-Jones-APR 2010 III-B-Jones-APR 2011 III-B-Jones-APR 2012 III-B-Jones-APR 2013

FOLDER IV **No Encryption**		**Supporting Documents**		**IV - Supporting Documents**
		TEACHING		**A- Teaching**
IV-A1		Teaching Statement	IV-A1-Last-Teaching Statement	IV-A1-Jones-Teaching Statement
IV-A2		Student Evaluations Summary Chart	IV-A2-Last-Stud Evals Summary Chart	IV-A2-Jones-Stud Evals Summary Chart
IV-A2a		Student Evaluations Summary Chart Analysis	IV-A2a-Last-Stud Evals Analysis	IV-A2a-Jones-Stud Evals Analysis
IV-A3		Peer Evaluations	IV-A3-Last-Peer Eval# Year	IV-A3-Jones-Peer Eval1 2013 IV-A3-Jones-Peer Eval2 2012
IV-A4		Grading Patterns chart	IV-A4-Last-Grading	IV-A4-Jones-Grading Patterns

Folder or Document	Document Title	Description	File Naming Format	Sample File/Folder Name
			Patterns	
IV-A5		Course syllabi and materials such as sample assignments and examinations	IV-A5-Last-Syll-Course # Year IV-A5-Last-Exam-Course # Year IV-A5-Last-Assign-Course # Year	IV-A5-Jones-Syll-CORE124 2013 IV-A5-Jones-Syll-EVST480 2011 IV-A5-Jones-Assign-PHIL206 2012 IV-A5-Jones-Exam-EVST480 2011
IV-A6		All Student Evaluations including original forms and reports	IV-A6-Last-SE-Year-Quarter (SP=Spring; SU=Summer; WI=Winter; FA=Fall)-Course #	IV-A6-Jones-SE-2011-SP-PHIL206 IV-A6-Jones-SE-2011-SU-CORE124 IV-A6-Jones-SE-2013-SP-THRS126

		SCHOLARSHIP		B – Scholarship
IV-B1		Scholarship Statement	IV-B1-Last - Scholarship Statement	IV-B1-Jones-Scholarship Statement
IV-B2		Scholarship Examples (if an article has been accepted for publication, include a copy of that communication as the first page of the document)	IV-B2-Last-SCH#	IV-B2-Jones-SCH1 IV-B2-Jones-SCH2 IV-B2-Jones-SCH3
IV-B3		Additional Evidence (AE) of Scholarship in Hard Copy form – books/CDs/DVDs are accepted – Label the hard copy as per the naming conventions	IV-B3-Last-AE#	IV-B3-Jones-AE1 IV-B3-Jones-AE2

		SERVICE		C - Service
IV-C1		Service Statement	IV-C1-Last-Service Statement	IV-C1-Jones-Service Statement

IV-C2		Additional Evidence of Service	IV-C2-Last-SER#	IV-C2-Jones-SER1 IV-C2-Jones-SER2 IV-C2-Jones-SER3

FOLDER V No Encryption		Supplemental Supporting Materials*		
		Any additional materials that support the file, such as unsolicited letters of evaluation, brochures, posters or program flyers from conferences or workshops, award letters, etc.	Each category of document will have the same letter (i.e. unsolicited letters will be A; all posters will be B and so on.	
V-A1		Unsolicited recommendation letters	V-A1-Last-Unsolicited RedLtr1	V-A1-Jones-Unsolicited RecLtr1 V-A1-Jones-Unsolicited RecLtr2
V-A2		Brochures from conferences or workshops	V-A2-Last-Brochure1	V-A2-Jones-Brochure1 V-A2-Jones-Brochure2
V-A3		Posters from conference or workshop	V-A3-Last-Poster1	V-A3-Jones-Poster1 V-A3-Jones-Poster2
V-A4		Continue as per above		

Appendix II – Promotion to Full Professor

Organization & Naming Conventions

(Photo Illustrations in Appendix III)

Folder or Document	Document Title	Description	File Naming Format	Sample File/Folder Name
FOLDER I No Encryption		**Introductory Statement and Vita**		**I-Introductory Statement and Vita**
I-A	Holistic Development Statement (Full Professor)	Holistic Development Statement (Full Professor Only)	I-A-Last-Holistic Statement	I-A-Jones -Holistic Statement
I-B	CV	Comprehensive Curriculum Vitae	I-B-Last-CV	I-B-Jones-CV

FOLDER II **Encryption** **Required**		**Recommendation letters from all review committees and external letter writers (documents added by dean's office).**		**II - Department-College Actions & Recommendations**
II-A	Department Recommendation	Recommendation letter from the Department Personnel Committee	II-A-Last-Dept	II-A-Jones-Dept
II-B	Chair Recommendation	Recommendation letter from the Department Chair	II-B-Last-Chair	II-B-Jones-Chair
II-C	College R&T Recommendation	Recommendation letter from the College Rank & Tenure Committee	II-C-Last-CRT	II-C-Jones-CRT
II-D	Dean's Recommendation	Recommendation letter from the School/College Dean	II-D-Last-Dean	II-D-Jones-Dean
II-E	External Letters	External evaluations of scholarship	II-E#-Last-Ext	II-E1-Jones-Ext II-E2-Jones-Ext

Folder or Document	Document Title	Description	File Naming Format	Sample File/Folder Name
				II-E3-Jones-Ext
II-F	Candidate Correspondence	Candidate letter to the College	II-F-Last-Candidate Corresp	II-F-Jones-Candidate Corresp

FOLDER III **Encryption Required**		**Prior Reviews, including Mid-Probationary and Annual Reviews**		**III - Prior Reviews**
III-A		Mid-probationary Review (for tenure candidates)	III-A-Last-Mid	III-A-Jones-Mid
III-B		Annual Professional Reviews (For tenure candidates, this includes all prior annual reviews. For promotion candidates, this includes all reviews since the last promotion but not more than previous 5 years.)	III-B-Jones-APR Year	III-B-Jones-APR 2009 III-B-Jones-APR 2010 III-B-Jones-APR 2011 III-B-Jones-APR 2012 III-B-Jones-APR 2013

FOLDER IV No Encryption		**Supporting Documents**		**IV - Supporting Documents**
		TEACHING		**A- Teaching**
IV-A1		Teaching Statement	IV-A1-Last-Teaching Statement	IV-A1-Jones-Teaching Statement
IV-A2		Student Evaluations Summary Chart	IV-A2-Last-Stud Evals Summary Chart	IV-A2-Jones-Stud Evals Summary Chart
IV-A2a		Student Evaluations Summary Chart Analysis	IV-A2a-Last-Stud Evals Analysis	IV-A2a-Jones-Stud Evals Analysis
IV-A3		Peer Evaluations	IV-A3-Last-Peer Eval# Year	IV-A3-Jones-Peer Eval1 2013 IV-A3-Jones-Peer Eval2 2012

Folder or Document	Document Title	Description	File Naming Format	Sample File/Folder Name
IV-A4		Grading Patterns chart	IV-A4-Last-Grading Patterns	IV-A4-Jones-Grading Patterns
IV-A5		Course syllabi and materials such as sample assignments and examinations	IV-A5-Last-Syll-Course # Year IV-A5-Last-Exam-Course # Year IV-A5-Last-Assign-Course # Year	IV-A5-Jones-Syll-CORE124 2013 IV-A5-Jones-Syll-EVST480 2011 IV-A5-Jones-Assign-PHIL206 2012 IV-A5-Jones-Exam-EVST480 2011
IV-A6		All Student Evaluations including original forms and reports	IV-A6-Last-SE-Year-Quarter (SP=Spring; SU=Summer; WI=Winter; FA=Fall)-Course #	IV-A6-Jones-SE-2011-SP-PHIL206 IV-A6-Jones-SE-2011-SU-CORE124 IV-A6-Jones-SE-2013-SP-THRS126

Professional Development and Contribution

B – Professional Development

Folder or Document	Document Title	Description	File Naming Format	Sample File/Folder Name
IV-B1		Evidence of Holistic Faculty Development and Contribution	IV-B1-Last-Holistic Contribution	IV-B1-Jones-Holistic Contribution
IV-B2		Professional Development Examples	IV-B2-Last-SCH#	IV-B2-Jones-PD1 IV-B2-Jones-PD2 IV-B2-Jones-PD3
IV-B3		Additional Evidence (AE) of Scholarship in Hard Copy form – books/CDs/DVDs are accepted – Label the hard copy as per the naming conventions	IV-B3-Last-AE#	IV-B3-Jones-AE1 IV-B3-Jones-AE2

Folder or Document	Document Title	Description	File Naming Format	Sample File/Folder Name
FOLDER V No Encryption		**Supplemental Supporting Materials***		
		Any additional materials that support the file, such as unsolicited letters of evaluation, brochures, posters or program flyers from conferences or workshops, award letters, etc.	Each category of document will have the same letter (i.e. unsolicited letters will be A; all posters will be B and so on.	
V-A1		Unsolicited recommendation letters	V-A1-Last-Unsolicited RedLtr1	V-A1-Jones-Unsolicited RecLtr1 V-A1-Jones-Unsolicited RecLtr2
V-A2		Brochures from conferences or workshops	V-A2-Last-Brochure1	V-A2-Jones-Brochure1 V-A2-Jones-Brochure2
V-A3		Posters from conference or workshop	V-A3-Last-Poster1	V-A3-Jones-Poster1 V-A3-Jones-Poster2
V-A4		Continue as per above		