



TEXAS TECH UNIVERSITY
Office of the Provost

Tenure and Promotion Documents

Table of Contents

1. [FAQs](#)
2. [Guidance for Organizing Dossiers Using BOOKMARKS](#)
3. [Adding Bookmarks to a PDF](#)
4. [What to Upload Where](#)
5. [How to Upload a File/Folder to SharePoint Online](#)
6. [How to Delete a File/Folder in SharePoint Online](#)

Frequently Asked Questions

- 1. What about the college and unit T&P guidelines and procedures? Don't those belong in the dossier?**
 - a. No. The Provost requests that each designated submitter ensure that ONE copy of the college T&P guidelines and procedures is submitted for each college and individual academic unit.

- 2. We've never included peer evaluations of teaching. Why now?**
 - a. This requirement has been part of OP 32.01 since 2012. Please accept our apologies for any confusion.

- 3. Why do AFRs have to include numeric rankings of creative activity and research if those are also included on the CV?**
 - a. To ensure that the rankings are consistent, especially in cases in which the candidate has had multiple department chairs, school directors, or area coordinators.

- 4. How come a designed T&P committee has to provide a single letter? Can't each member of the committee just write their own comments and have that included in the dossier?**
 - a. Because any recommendation coming from a committee should reflect the group's perspectives and discussions.

- 5. Shouldn't all of these changes have to go through Faculty Senate?**
 - a. No changes are being made to OP 32.01. The Provost requests modifications to the ways in which colleges submit dossiers to his office, but those changes in submission procedures do not change any part of the dossier's content.

Guidance for Organizing Dossiers Using BOOKMARKS

All dossiers should use the following organizational structure when uploaded to the Provost's SharePoint.

The sections below reflect the structure of the dossier at the final stage and do not include components that may be reviewed at the department, school, area, and/or college.

1. **Bookmark 1:** Title page and declaration of policy year
2. **Bookmark 2:** Recommendations ballot (new version available)
3. **Bookmark 3:** Statement of access to dossier (GDD will create Word version template)
4. **Bookmark 4:** Dean's letter
5. **Bookmark 5:** Chairperson's letter
 - a. **Bookmark 5.a: IF APPLICABLE:** department, school, or area tenure and promotion review committee letter (GDD will develop recommended template). Not every department, school, or area has a standing tenure and promotion review committee. If standing committees are used, those committees should provide a single written recommendation reflecting the committee's discussion to the unit's chair, director, or coordinator. The recommendation letter is inserted after the chair's letter.
6. **Bookmark 6:** Vita with chairperson's ratings of publications and creative activity (for candidates for promotion, only those items since the candidate's most recent promotion at TTU need to be rated). Teaching and service activities are not rated.
7. **Bookmark 7:**
 - a. **Bookmark 7.a:** Example letter of Chair's solicitation of external reviewers.
 - b. **Bookmark 7.b:** Biosketches of letter writers and, IF APPLICABLE, explanations of inclusion (i.e., reason for including reviewer from non-peer institution) and explanations of composition (e.g., "All reviewers are women because women constitute a significant majority of faculty members holding rank of professor in this discipline.")
 - c. **Bookmark 7.c:** Letters from external reviewers
8. **Bookmark 8:** Basic information (GDD will create Word version template)
 - a. **Bookmark 8.a:** Faculty member's original letter of hire with salary information redacted

9. **Bookmark 9:** Applicant's statement of teaching effectiveness
 - a. **Bookmark 9.a:** Summaries of student evaluations (qualitative and quantitative) of teaching.
 - b. **Bookmark 9.b:** Summaries of peer evaluations of teaching. From [OP 32.01](#): *Faculty colleagues should be asked to evaluate the objectives, methods, and materials of courses designed and/or taught by the individual as part of summative peer evaluation.*

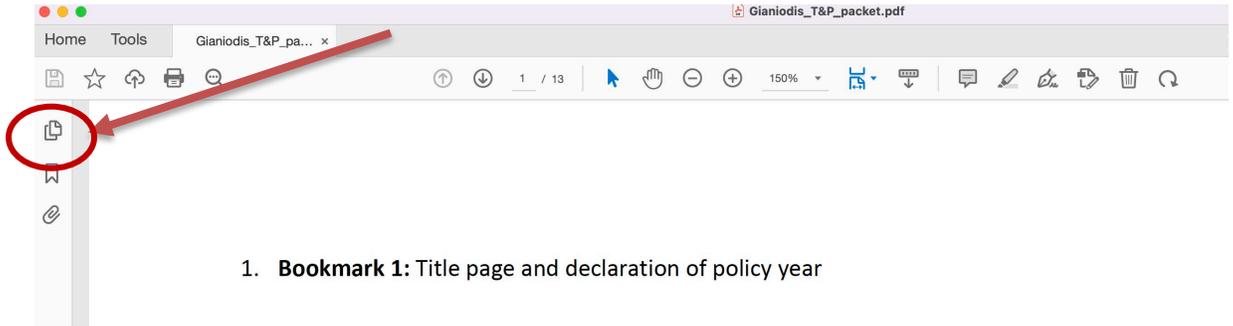
NOTE: Per [OP 32.01](#): *Evidence in the dossier should be limited to a one-page summary of peer evaluations **and** student evaluations for **each year of service since appointment or previous promotion.***

10. **Bookmark 10:** Applicant's statement of research and creative activities. Examples, such as abstracts, writing samples, videos of creative activity, are not included in the version of the dossier sent to the PSVP.
11. **Bookmark 11:** Applicant's statement of service activities.
12. **Bookmark 12:** Faculty annual reports with chairperson's assessments (includes ranked research and creative activities), in reverse chronological order (i.e., 2021, 2020, 2019...). IF APPLICABLE, the third-year review should be included, inserted where appropriate according to the year(s) conducted.
13. **Bookmark 13:** Ballot comments (anonymized) if any were submitted.

Adding Bookmarks to a PDF

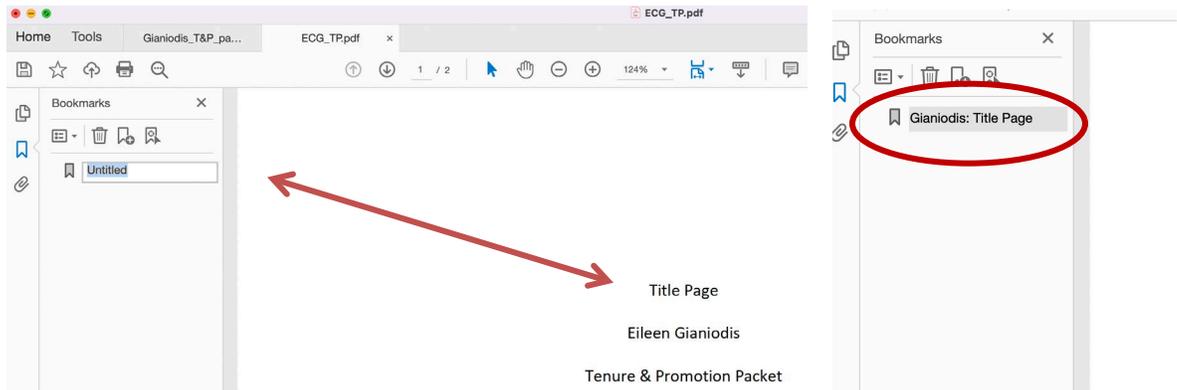
The easiest way to add a bookmark to a PDF is to use the Bookmarks panel in a PDF editor like Adobe Acrobat.

1. Click the Bookmarks button on the left of the screen.

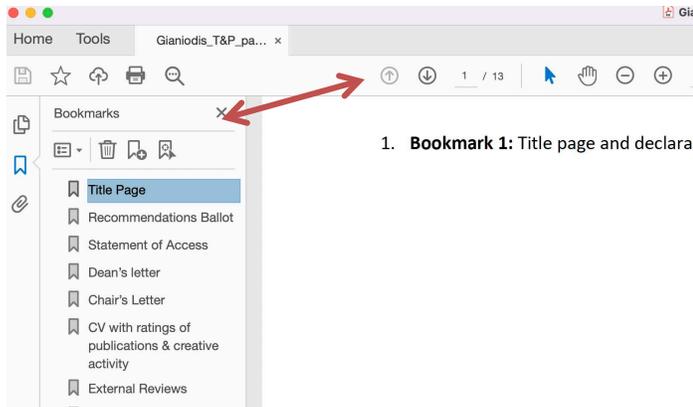


1. **Bookmark 1:** Title page and declaration of policy year

2. Scroll to the page you want to bookmark and use the Select tool to choose the area where you want it placed.
3. Rename the page from 'untitled' to the name of the required bookmark.

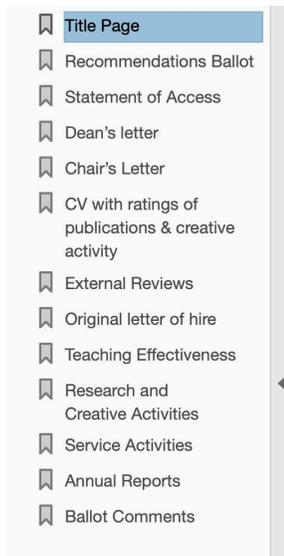


4. The bookmark will be added to the list on the left of the screen.

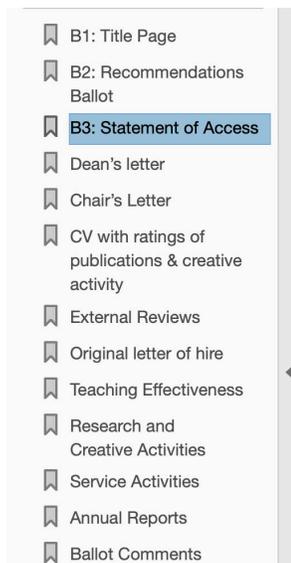


1. **Bookmark 1:** Title page and declara

5. Once you create the bookmark, you can click and drag it in the panel to rearrange the order or nest bookmarks under others to create an outline of your document.

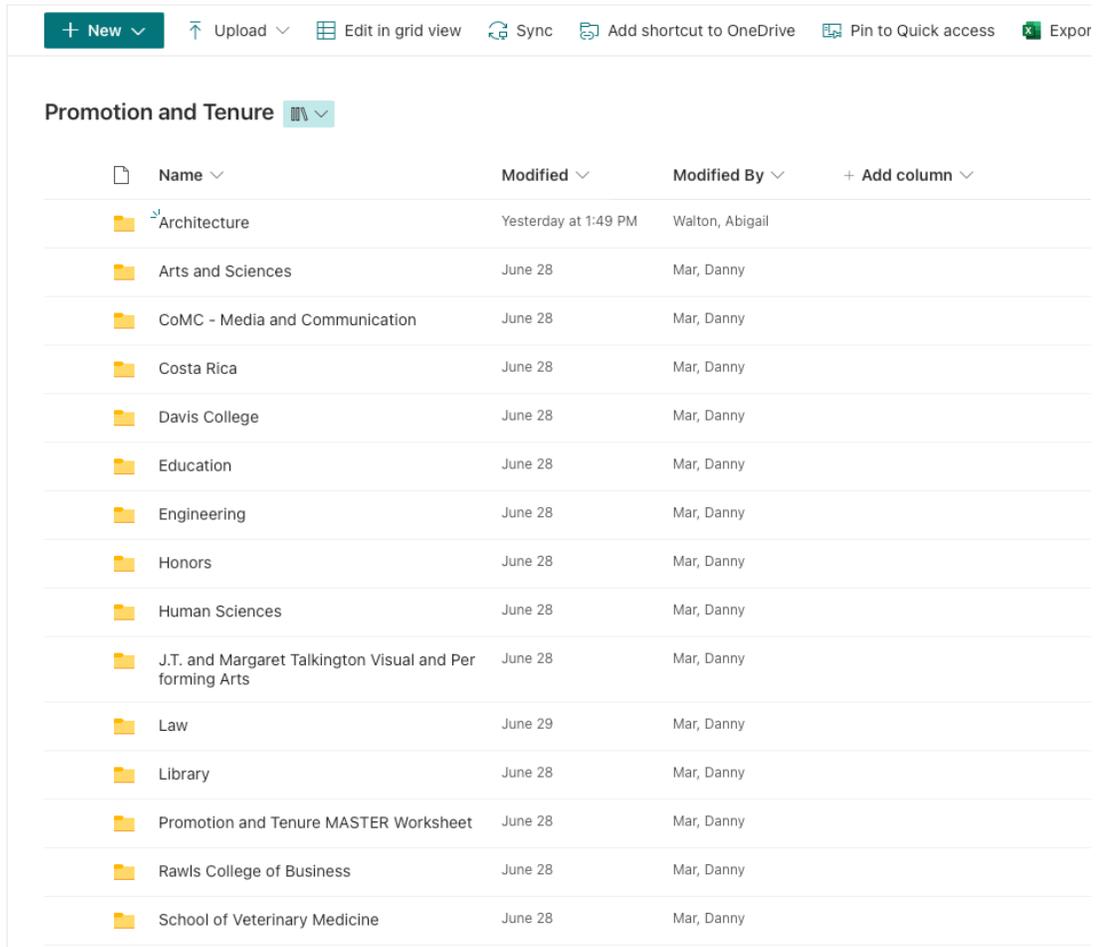


6. **Don't forget to rename your bookmark so that you can track your various tabs.** Please be sure to mark all bookmarks according to the bookmark guidance (1-13)



What to Upload Where

1. Find your college

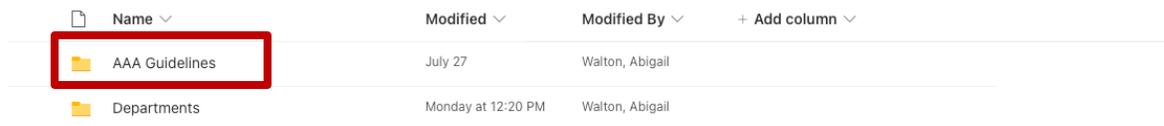


The screenshot shows the OneDrive interface for a folder named "Promotion and Tenure". At the top, there are navigation options: "+ New", "Upload", "Edit in grid view", "Sync", "Add shortcut to OneDrive", "Pin to Quick access", and "Export". Below the folder name, there is a table listing various college departments and their associated folders. The table has columns for "Name", "Modified", and "Modified By".

Name	Modified	Modified By
Architecture	Yesterday at 1:49 PM	Walton, Abigail
Arts and Sciences	June 28	Mar, Danny
CoMC - Media and Communication	June 28	Mar, Danny
Costa Rica	June 28	Mar, Danny
Davis College	June 28	Mar, Danny
Education	June 28	Mar, Danny
Engineering	June 28	Mar, Danny
Honors	June 28	Mar, Danny
Human Sciences	June 28	Mar, Danny
J.T. and Margaret Talkington Visual and Performing Arts	June 28	Mar, Danny
Law	June 29	Mar, Danny
Library	June 28	Mar, Danny
Promotion and Tenure MASTER Worksheet	June 28	Mar, Danny
Rawls College of Business	June 28	Mar, Danny
School of Veterinary Medicine	June 28	Mar, Danny

2. Open this folder to upload college level documents

Promotion and Tenure > Arts and Sciences



The screenshot shows the OneDrive interface for a folder named "Arts and Sciences". The table lists folders for "AAA Guidelines" and "Departments". The "AAA Guidelines" folder is highlighted with a red box.

Name	Modified	Modified By
AAA Guidelines	July 27	Walton, Abigail
Departments	Monday at 12:20 PM	Walton, Abigail

5. Tally Sheets are available in the **college worksheet folder**. Fill one tally sheet out for each candidate and place all tally sheets for your college into the same folder with the college worksheet.
6. Find the department where you want to add a candidate

Promotion and Tenure > Arts and Sciences

Name	Modified	Modified By	+ Add column
AAA Guidelines	July 27	Walton, Abigail	
Departments	Monday at 12:20 PM	Walton, Abigail	

7. Navigate to Departments

+ New Upload Edit in grid view

Promotion and Tenure > Arts and Sciences

Name
AAA Guidelines
Departments
Other Important Information

8. Find department →



Promotion and Tenure > Arts and Sciences > **Departments**

 Name ▾	Modified ▾	Modified By ▾
  Biological Sciences	7 hours ago	Walton, Abigail
  Chemistry and Biochemistry	7 hours ago	Walton, Abigail
  Classical & Modern Languages & Literatu...	7 hours ago	Walton, Abigail
  Economics	7 hours ago	Walton, Abigail
  English	7 hours ago	Walton, Abigail
  Environmental Toxicology	7 hours ago	Walton, Abigail
  Geosciences	7 hours ago	Walton, Abigail
  History	7 hours ago	Walton, Abigail
  Interdisciplinary & General Studies	7 hours ago	Walton, Abigail
  Kinesiology & Sport Management	7 hours ago	Walton, Abigail
  Mathematics & Statistics	7 hours ago	Walton, Abigail
  Philosophy	7 hours ago	Walton, Abigail

9. Open the folder and upload the department guidelines for tenure and promotion in the folder designated 'Department Guidelines'.

Promotion and Tenure > Arts and Sciences > Departments > Chemistry and Biochemistry

Name	Modified	Modified By	+ Add column
AAA-Department Guidelines	5 hours ago	Adamek, Joshua	
Continuing Appointment	5 hours ago	Adamek, Joshua	
Promotion and Tenure	5 hours ago	Adamek, Joshua	
Promotion ONLY	5 hours ago	Adamek, Joshua	
Tenure ONLY	5 hours ago	Adamek, Joshua	

10. Add candidate dossiers to the folder in the category where they are being considered

Promotion and Tenure > Arts and Sciences > Departments > Chemistry and Biochemistry

Name	Modified	Modified By	+ Add column
AAA-Department Guidelines	5 hours ago	Adamek, Joshua	
Continuing Appointment	5 hours ago	Adamek, Joshua	
Promotion and Tenure	5 hours ago	Adamek, Joshua	
Promotion ONLY	5 hours ago	Adamek, Joshua	
Tenure ONLY	5 hours ago	Adamek, Joshua	

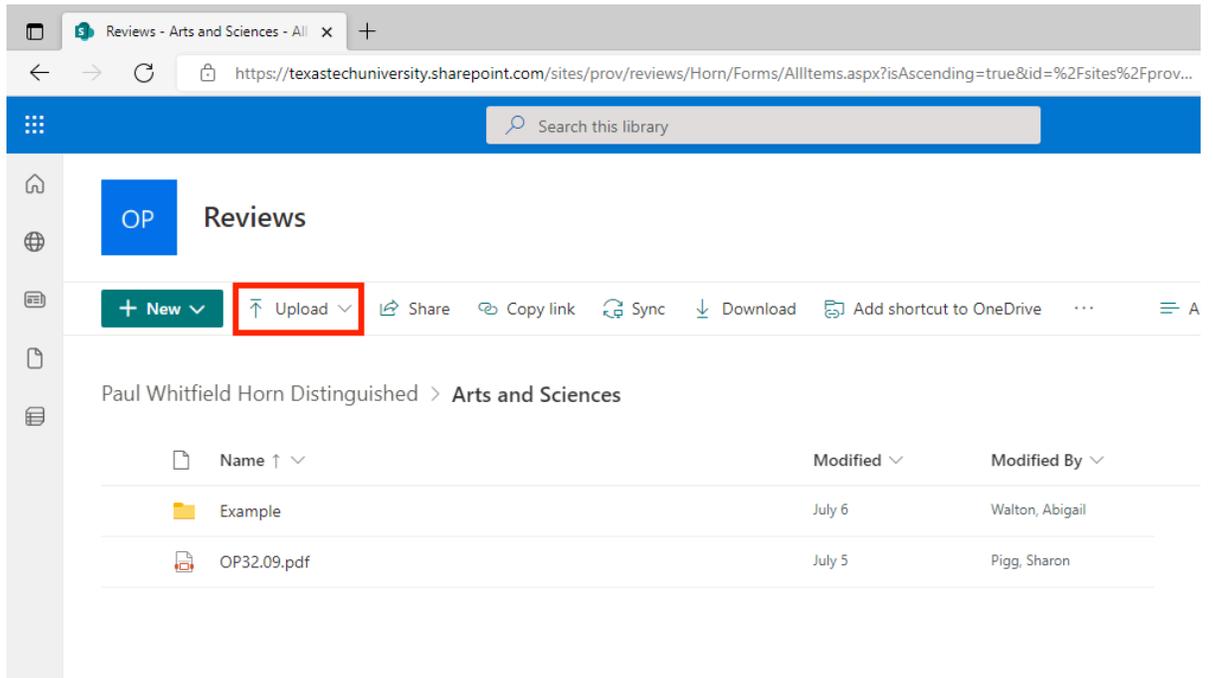
Promotion and Tenure > Arts and Sciences > Departments > Chemistry and Biochemistry > Promotion and Tenure

Name	Modified	Modified By	+ Add column
ECG_TP.pdf	A few seconds ago	Gianlodi, Eileen	

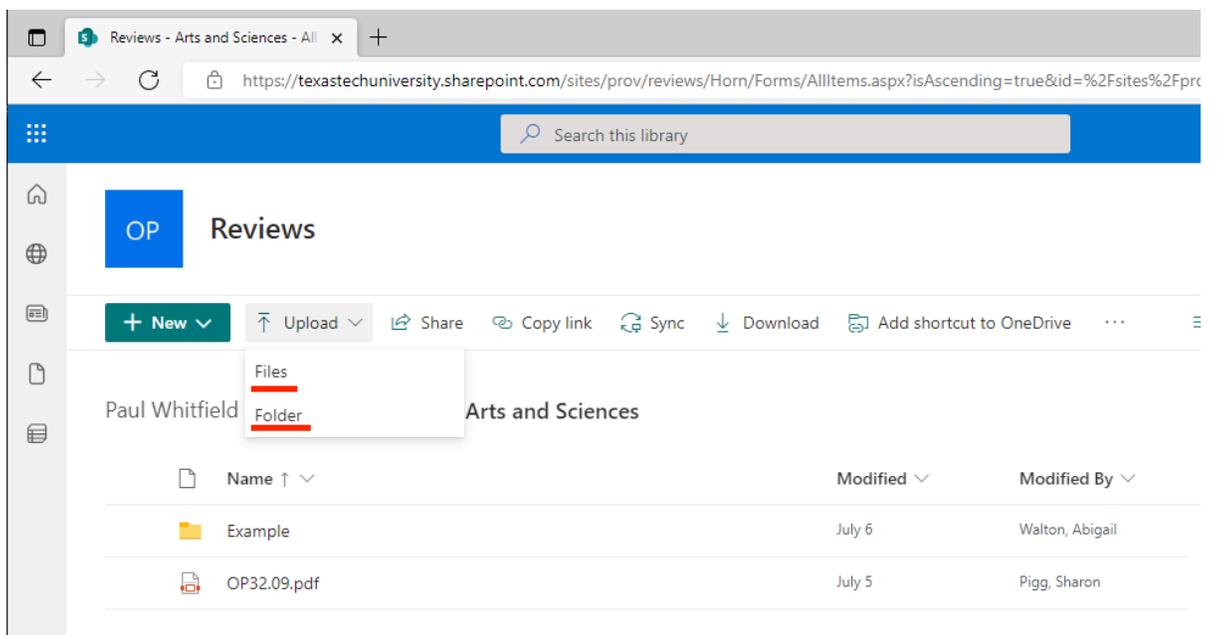
How to Upload a File/Folder to SharePoint Online

Please make sure to sign in to your SharePoint Online location before following these steps.

1. Click on the **Upload** button

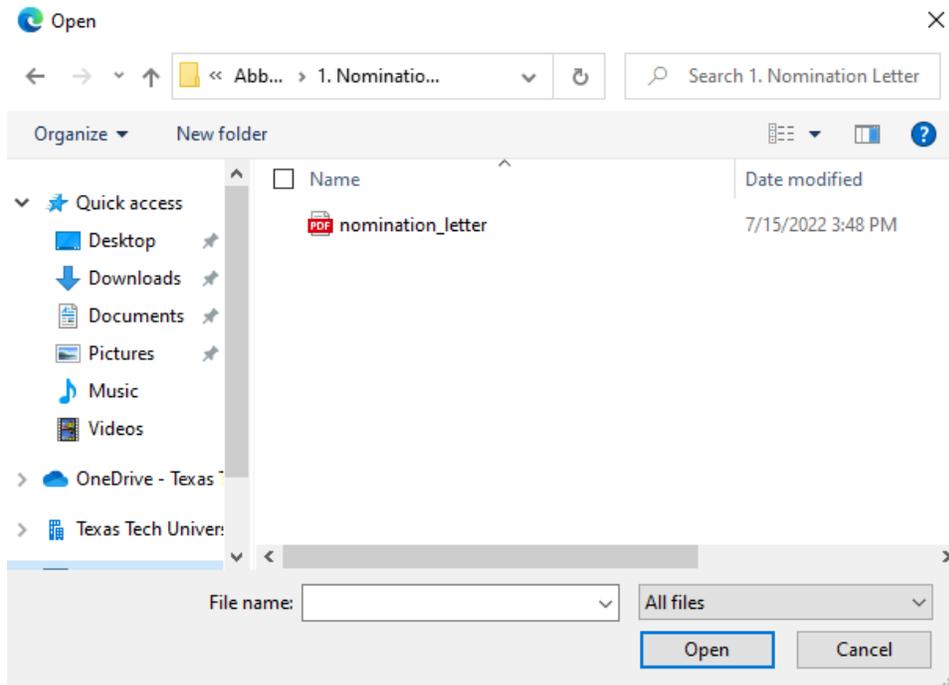


2. If you want to upload a file, choose **Files**. Choose **Folder** if you want to upload a folder.

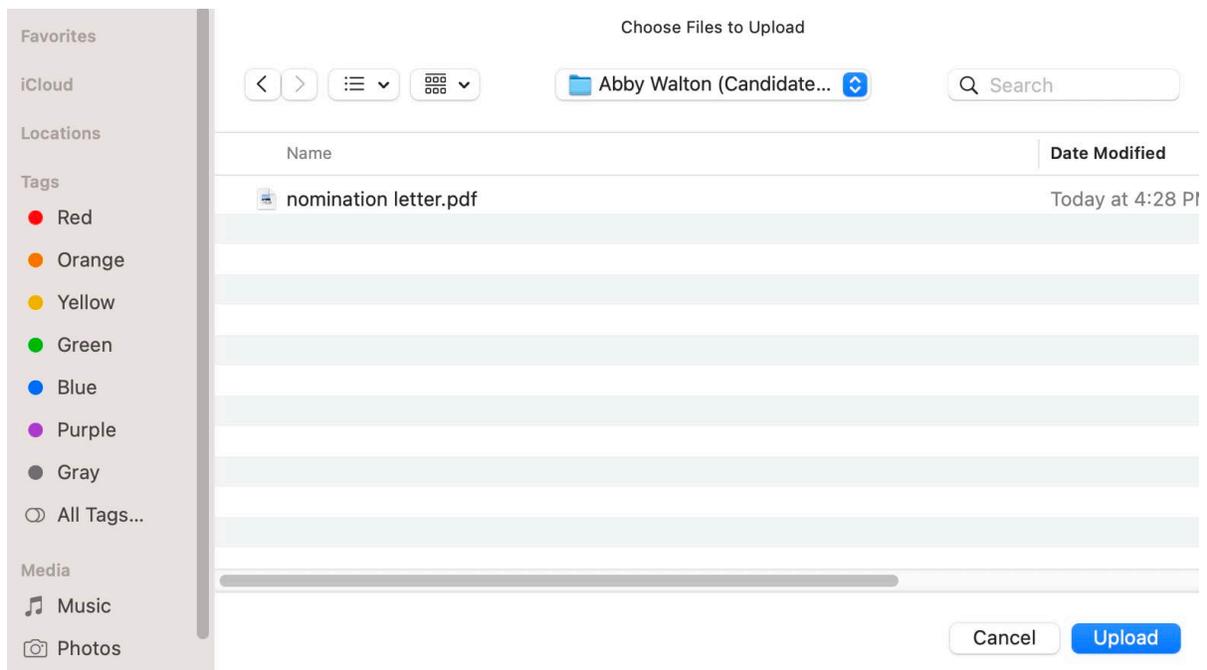


3. A **File Explorer** (Windows) or **Finder** (macOS) window will open allowing you to choose a file or folder to upload.

EX: File Explorer (Windows)



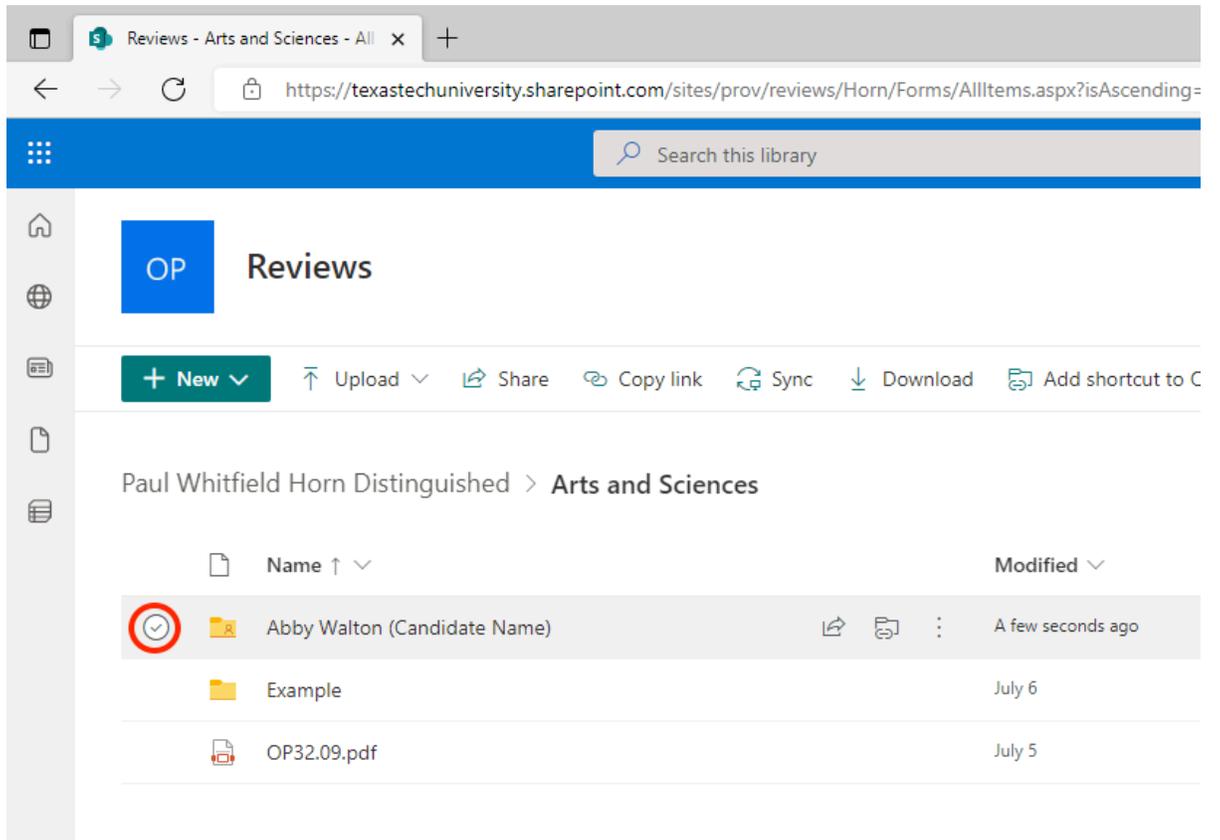
EX: Finder (macOS)



How to Delete a File/Folder in SharePoint Online

Please make sure to sign in to your SharePoint Online location before following these steps.

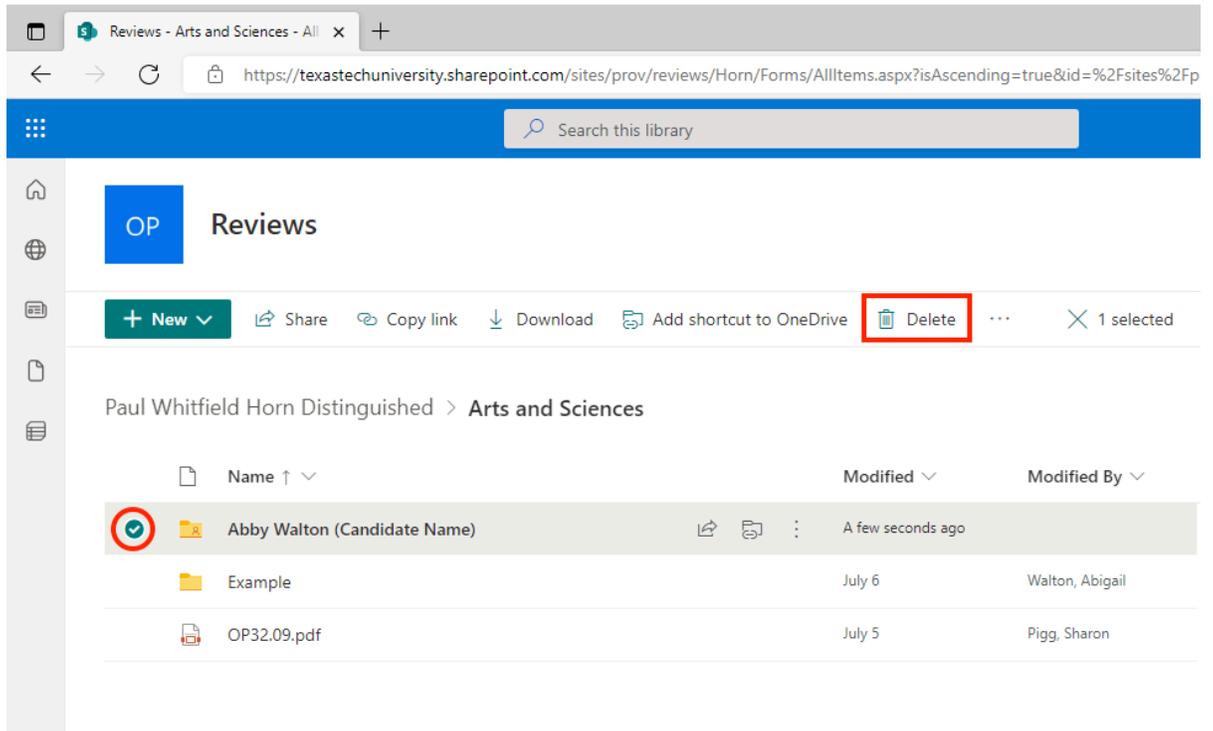
1. Move your mouse over the File(s) and/or Folder(s) you wish to delete. Notice the circle that appears to select the file/folder.



The screenshot shows a web browser window displaying a SharePoint Online library. The browser's address bar shows the URL: <https://texastechuniversity.sharepoint.com/sites/prov/reviews/Horn/Forms/AllItems.aspx?isAscending=>. The library is titled "Reviews" and is located within the "Arts and Sciences" site. The breadcrumb path is "Paul Whitfield Horn Distinguished > Arts and Sciences". The library contains three items: a folder named "Abby Walton (Candidate Name)", a folder named "Example", and a file named "OP32.09.pdf". The "Abby Walton (Candidate Name)" folder is highlighted, and a red circle is drawn around the checkmark icon in the top-left corner of its row, indicating it is selected for deletion. The "Modified" column shows "A few seconds ago" for the selected folder, "July 6" for the "Example" folder, and "July 5" for the "OP32.09.pdf" file.

Name	Modified
Abby Walton (Candidate Name)	A few seconds ago
Example	July 6
OP32.09.pdf	July 5

2. Select the File(s) and/or Folder(s) you wish to delete by clicking on each 'circle'. Then click **Delete**.



3. A window will display asking to confirm the deletion. Click **Delete**.

