

Grand Valley State University

# College of Liberal Arts and Sciences Dean’s Office

B-4-232 Mackinac Hall of Science (616-331-2495)

Date: June 5, 2017

To: CLAS Unit Heads

Cc: Dean Antczak, CPC Chair, Departmental Clerical Staff

From: Gretchen Galbraith, Associate Dean for Faculty

RE: PROCEDURES FOR TRANSMITTAL OF MATERIAL TO CLAS PERSONNEL COMMITTEE

**We have two possible paths for submission of candidate materials, traditional paper dossiers and all electronic dossiers. Please note that we have slightly revised the list of documents needed in hard copy and that the university has provided updated versions of all unit process forms (listed in #2 below).**

**Submission of “Traditional Paper” Candidate Materials:**

1. Complete and sign a ***CLAS Transmittal from Unit: Submission of Dossiers*** form for each candidate. The purpose of this form is to tell at a glance that all required materials have been submitted and also to document what additional paperwork was turned in.
2. Assemble the following hard copy documents:
* Candidate Waiver Form (if executed), signed
* Post-Meeting Comment Forms, signed

NOTE: Post-Meeting Comment Forms may ***only*** be transmitted as hard copy

Transmit these documents in one folder to Heidi Nicholson in the Dean’s Office.

1. Assemble the following electronic documents:
* Unit Recommendation Report
* Signed Report of Unit Faculty Vote
* Unit Meeting Minutes
* Unit Meeting Agenda
* Candidate’s Personal Statement
* Candidate’s Vita
* Candidate’s Written Performance Summaries
* Candidate’s FARs
* Candidate’s FAPs

Submit individual electronic documents (DO NOT combine into a PDF) via email to Heidi Nicholson in the Dean’s Office (nicholhe@gvsu.edu)

1. Submit candidate’s supporting materials to Dean’s Office.Materials should be submitted in a binder, box, or other container clearly labeled with the candidate’s name. If there are multiple containers, they should be clearly labeled “1 of 3”, “2 of 3”, etc. Under normal circumstances these materials will be returned to the candidate. **All hard copy documents should be delivered by the Unit Head or the Department Coordinator.**

**Submission of “All Electronic” Candidate Materials:**

We have a Blackboard (BB) site for each department labeled “[Department Name] Portfolios for CPC,” this is where you will submit the candidate’s electronic materials for review by the CPC. New BB sites should not be created.

1. Complete and sign a ***CLAS Transmittal from Unit: Submission of Dossiers*** form for each candidate. The purpose of this form is to tell at a glance that all required materials have been submitted and also to document what additional paperwork was turned in.
2. Assemble the following hard copy documents found on your department BB site for CPC:
* **CLAS Transmittal from Unit: Submission of Dossiers form**
* Candidate Waiver Form (if applicable), signed
* Post-Meeting Comment Forms, signed

 NOTE: Post-Meeting Comment Forms may ***only*** be transmitted as hard copy

Transmit these documents in one folder to Heidi Nicholson in the Dean’s Office.

1. All other Unit Process and Candidate Materials will be loaded on your unit’s CPC BB Site. It is important that the candidates using electronic dossiers be held to the same deadlines and standards as other candidates. Therefore, the electronic dossier must not be modified after the first day of classes. (Please see attached guidance on adding and removing faculty access to the BB Site.).
* Candidate BB site will be created and available only to the candidate. Additional access can be provided at the request of the candidate with an email to Gretchen Galbraith with a CC to Heidi Nicholson.
* The BB site will be organized according to the **Template for Electronic Submission of Personnel Materials to CPC.**
* At the end of the first day of the semester, the candidate’s editing access to the BB site will be removed and their portfolio will be moved to your Department CPC-specific site on BB.
* Add all necessary department documents and grant read only access to all tenure-track faculty.

 NOTE: This freestanding BB site has already been created specifically for CPC use only, NOT the same site already used for regular department business.

 NOTE: It is best practice for the PSS or Unit Head to load all student evaluations.

* Once the unit process is complete, remove tenure-track reading access, and grant Blackboard access to CPC members (list can be obtained from Heidi Nicholson). Please be aware that opening and closing dates of access for CPC members can be set well in advance.

Any questions about the submission of candidate materials, either paper or electronic, should be directed to Heidi Nicholson in the Dean’s Office (nicholhe@gvsu.edu), 1-3181.

**For the Personnel Committee to meet its deadlines, all unit and candidate materials for promotion must be submitted to the Dean’s office by the deadlines that are established and publicized each year in the Personnel Activity Memos.** If you are unable to meet any of these deadlines, please contact the CPC chair, Colleen Lewis, and Gretchen Galbraith, as soon as possible.

**Personnel Forms**

Your CPC-specific site on BB will contain links to the Personnel forms below that will used for this process.

* CLAS Nomination for Promotion/Early Tenure Form
* Candidate Waiver Form
* Draft Agenda for Unit Personnel Meeting
* Report of Unit Faculty Vote
* Post-Unit Personnel Meeting Comment Forms
* CLAS Transmittal Forms

If you have any questions about any aspect of the faculty personnel policy and procedures, please feel free to call Gretchen Galbraith, 1-3627.