



GRAND VALLEY STATE UNIVERSITY
College of Liberal Arts and Sciences Dean's Office
B-4-232 Mackinac Hall of Science (616-331-2495)

Date: February 9, 2023
To: CLAS Unit Heads
Cc: Dean Drake, CPC Chair, Departmental Clerical Staff
From: Donovan Anderson, Associate Dean for Personnel, Faculty and Staff Development and Community Engagement
RE: PROCEDURES FOR TRANSMITTAL OF MATERIAL TO CLAS PERSONNEL COMMITTEE

Submission of Electronic Candidate Materials:

We have a Blackboard (BB) site for each department for each semester labeled “[Department Name].CPC.Department.[Semester]” This is where you will submit the candidate’s electronic materials for review by the CPC. **New BB sites are not to be created.**

1. Complete and sign a **CLAS Transmittal from Unit: Submission of Dossiers** form for each candidate then upload to your candidate’s BB site, here is the link <https://www.gvsu.edu/clas/faculty-and-staff-60.htm#P> . 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. The following documents can be submitted hard copy or electronically. These can be found in the Faculty Personnel Actions Workbook on the Provost's website. <https://www.gvsu.edu/provost/faculty-personnel-actions-workbook-120.htm>
 - Candidate Waiver Form (if applicable), signed, if electronic, can be uploaded to the BB site
 - Post-Meeting Comment Forms, signed
NOTE: Post-Meeting Comment Forms, if electronic, need to be emailed to Heidi Nicholson, nicholhe@gvsu.edu, **NOT** uploaded to the BB site.
3. 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 5pm on the first day of classes.** The Unit Head or Department Coordinator must copy the candidates file to the department site no later than the 5pm deadline. (Please see attached guidance for copying the information from your candidate’s BB site to the department CPC BB site for review).
 - Candidate BB site will be created and available only to the candidate. Additional access can be provided by the candidate with an email notification to Heidi Nicholson.

- The BB site is organized according to the recommendations of the CPC. **Do Not add additional folders to the site.**
- No later than 5pm on the first day of the semester, the candidates' information from their BB site will be copied to the Department CPC-specific site on BB by either the Unit Head or Department Coordinator.
- 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 required for the PSS or Unit Head to load all student evaluations, FAPs, FARs, and Salary Recommendations.
- 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).

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), 1-2495.

For the Personnel Committee to meet its deadlines, all unit and candidate materials for each personnel action 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, Dan Graser, and Donovan Anderson, as soon as possible.