Electronic Review of Tenure & Promotion Files:
Instructions for Department Chairs

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Context and Limitations

These instructions pertain only to the technical process for electronically receiving, reviewing, appending, and forwarding tenure and promotion files that have historically been submitted in paper form. These instructions do not intend to change in any way the applicable policies, content of any file, or the criteria used to judge any file. T&P policies are described in the Faculty Manual and the USC Goldenrod Manual.
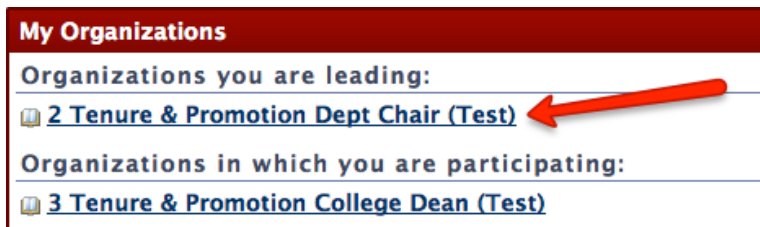
Overview

You will receive via Blackboard the Primary Files for all candidates for Tenure or Promotion in your unit. After your review, you will also use Blackboard to forward these files to your Dean. If you have previously used Blackboard to collect student work in a class, the process should be very familiar to you. The process involves the following steps, which are explained in greater detail in the remainder of this document.

1. Create "assignments", one for each candidate in your department, that the Chair of the Unit T&P Committee will respond to by submitting the respective files to you.
2. Retrieve the files from your Grade Center after the Chair of the Unit T&P Committee has submitted them to you.
3. Review each file, write your letter for it, convert your letter to PDF form, and append it to the candidate's file. (Also append any other files that have been received by your office).
4. Submit the reviewed and augmented file to the Dean's "homework" submission page.

Each of these four steps are described in greater detail in the following pages.

Creating Assignments for the Unit T&P Chair to Submit Files to You

1. Go to http://blackboard.sc.edu and login with your USC network username and password. (Not sure what that is? Go here http://www.uts.sc.edu/academic/blackboard/getstarted.shtml#username
2. Although the document management process is the same as that for a class, you will find the link for the T&P process under My Organizations instead of under My Courses.
3. Click on the link labeled "Tenure and Promotion - Department Chair". Note that you are leading your Department Chair organization and participating in the Dean's organization (and perhaps you see other organizations here too).

My Organizations

Organizations you are leading:

📖 **2 Tenure & Promotion Dept Chair (Test)** ⬅

Organizations in which you are participating:

📖 **3 Tenure & Promotion College Dean (Test)**

Now you will create "assignments" for the Chair of your Unit T&P Committee to submit to you a file for each of the candidates in your department. Do it this way:

4. Select "Tenure & Promotion Files" in the menu on the left

⊼ 2 Tenure & Promotion Dept Chair (Test)

Announcements

Information

Tenure & Promotion Files ⬅
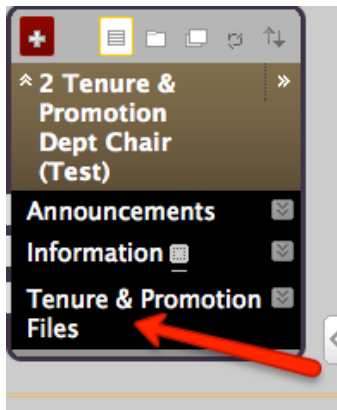
5. On the Tenure & Promotion Files page hover your curser over the Create Assessment button.

📁 **Tenure & Promotion Files** ⬇

Build Content ⬇ | **Create Assessment** ⬇ | **Add Interac**
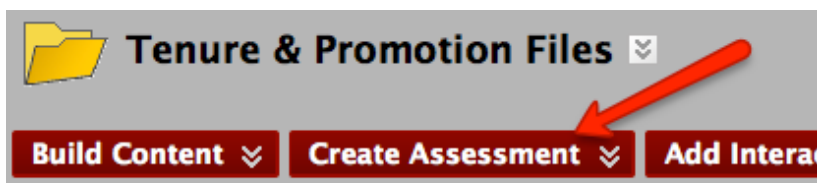
6. When you hover your curser over the Create Assessment button a menu will appear. Select "Assignment" from the menu.
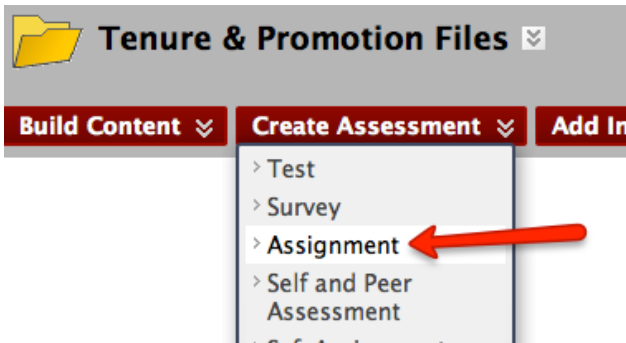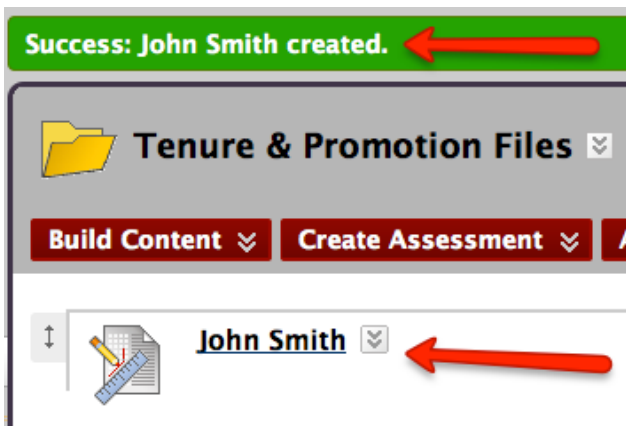

7. Give the assignment the name of the candidate in your department.

8. Blackboard requires you to enter points in the Possible Points field. Enter 0, and then click Submit.

9. You will see the assignment has been added to the Tenure & Promotion Files page.

10. Repeat this process to add additional candidates in your department.

You are done for now. The Chair of your Unit's T&P Committee will see the assignments that you created in the Tenure & Promotion Files area of the "Tenure and Promotion" organization and use it to upload the candidates' files.

Reviewing Files After They are Submitted to You

1. Login as described previously and go to the Control Panel > Grade Center > Full Grade Center (Remember the context; at this point you want to review the homework "assignments" that the chair of the Unit T&P Committee has submitted to you).
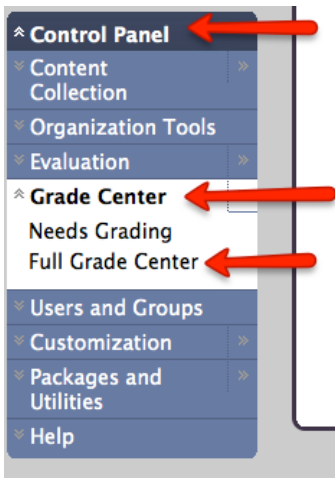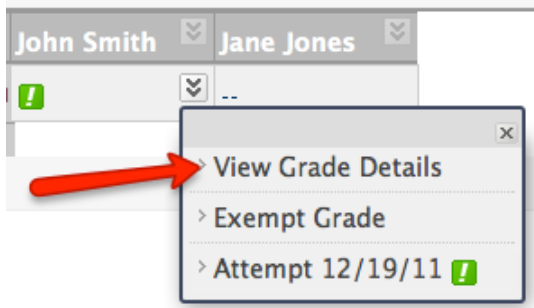

2. In the Grade Center you will see a column for every assignment that you created, i.e. for each candidate in your department.
3. You will see ⚠️ for each new file that the Chair of the Unit T&P Committee has submitted to you.
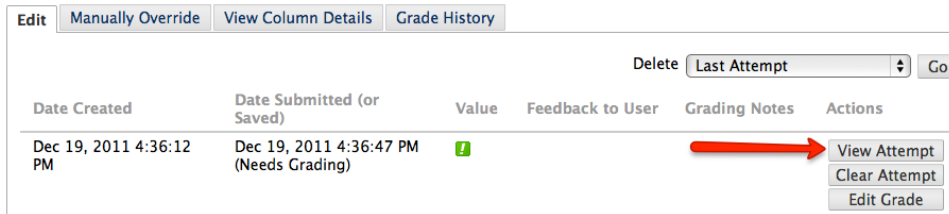

4. Hover your curser over a cell with ⚠️
5. A drop down arrow will appear

6. Click on the arrow and choose Grade Details

7. On the Grade Details page click on the View Attempt button

8. Under Review Current Attempt you will see a link to the file that was submitted by the Chair of the Unit T&P Committee.

9. You will need to save the file to your computer so that you can append your letter to the file
10. Before you save the file to your computer, you should create a folder on your computer for the candidate (you will save the candidate's file and your letter to this folder, more about this below)
11. Right click on the link to the candidate's file to save it to your computer (depending on the browser you are using, you select Save Target As…for Internet Explorer, Save Link As…for Firefox or Download Linked File As…for Safari)
12. The Save As window will come up and allow you to navigate to the candidate's folder
13. Select the folder and click on Save
14. The file will be saved to the candidate's folder
15. You can open and view the candidate's file using Adobe Reader or Adobe Acrobat

Writing and Appending your Letter

After you review a candidate's file, you will write your own letter recommending action on the file, convert it to a PDF document, and append it to the file. Here is how:

Adobe Acrobat

Before you start you will need to have Adobe Acrobat Pro loaded on your computer. You will need Acrobat Pro to append your letter to the candidate's file. You can buy Adobe Acrobat Pro from USC's Software Distribution. For more information about purchasing Adobe Acrobat Pro go here http://www.uts.sc.edu/softwarepurchase/

Writing Your Letter
1. You can write your letter in MS Word
2. When you are done choose Save As from the File menu
3. Save the file as a pdf file called Chair's Letter to the appropriate candidate's folder (naming the file Chair's Letter will ensure a properly named bookmark is created when you append your letter to the candidate's file)
4. Next you will need to open the candidate's file and append your letter

Appending Your Letter
1. Open Adobe Acrobat Pro
2. From the File menu choose Open
3. Find the candidate's file you downloaded to your computer from Blackboard and click Open
4. To append your letter to the file click on the File menu and select Combine > Merge Files Into A Single PDF.
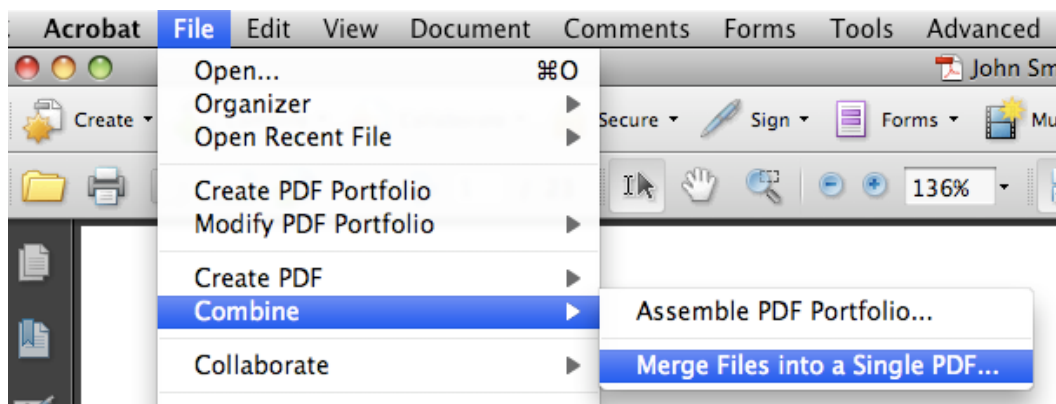

5. In the Combine Files window select Add Files….
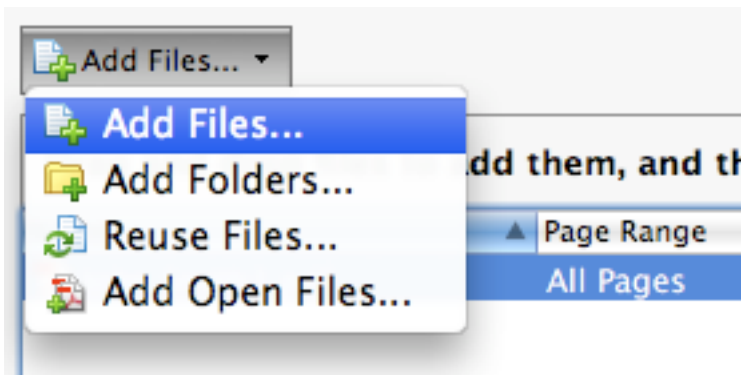
6. Find your Chair's Letter, select it and click on the Add Files button
7. The letter will added to the Combine Files window
8. The letter should be the last file in the list
9. If the Chair's Letter is not the last file listed, you can select it and use to Move Down button to move it to the end of the list
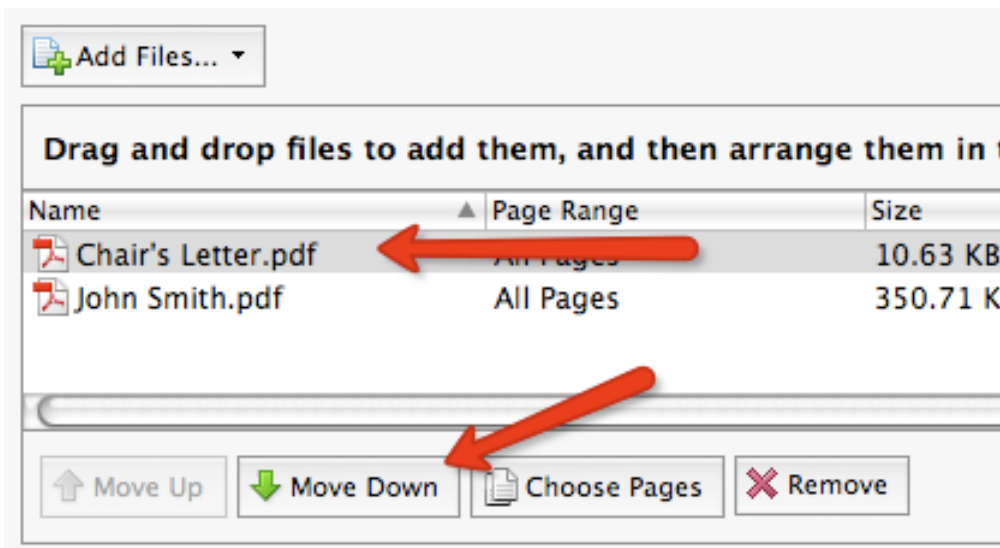
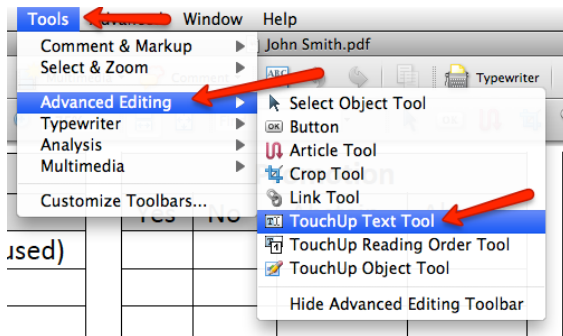10. Next click on the Combine Files button
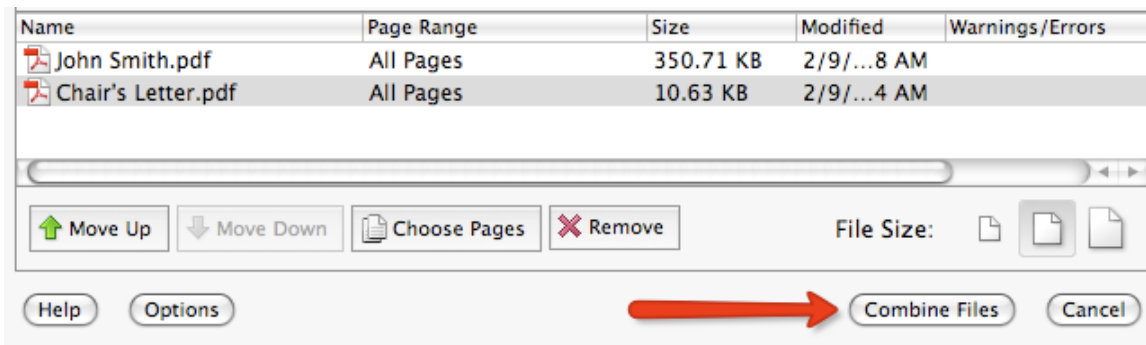
11. The files will be combined and you will be prompted to name the new combined file

12. Save the file to the candidate's folder on your computer.

Updating the Vote Summery

1. Open the candidate's file in Adobe Acrobat Pro and go to the Vote Summery page.
2. In Acrobat from the Tools menu select Advanced Editing > TouchUp Text Tool

3. The TouchUp Text Tool allows you to enter your vote in the Vote Summery
4. Place the curser for the TouchUp Text Tool in the appropriate field

Vote Summary	Promotion				Tenure			
	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent
Select Committee (if used)								
Unit Faculty *	6							
Department Chair								
Dean								
VP for Health Sciences								
Provost								
UCTP Panel								
UCTP Whole								

5. Type the number 1 to enter your vote in the appropriate field

| Vote Summary	Promotion			
	Yes	No	Abstain	Absent
Select Committee (if used)				
Unit Faculty *	6			
Department Chair	1			
Dean				
VP for Health Sciences				
Provost				
UCTP Panel				
UCTP Whole				

6. From the File menu select Save
7. Your vote will be saved to the Vote Summery

Forwarding (Submitting) a Candidate's File to the Dean
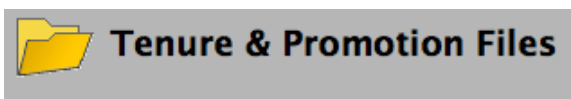
1. Log in to Blackboard as usual. You should be good at this by now!
2. This time, in "My Organizations", select the link "Tenure and Promotion – Dean". At this point you will be in the role of a "participant" in submitting your work.
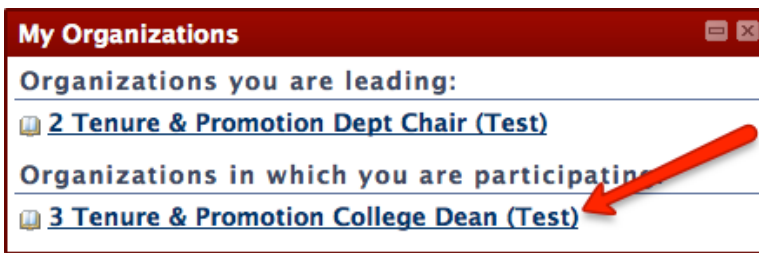
3. In the menu on the left click on Tenure & Promotion Files (or Files)
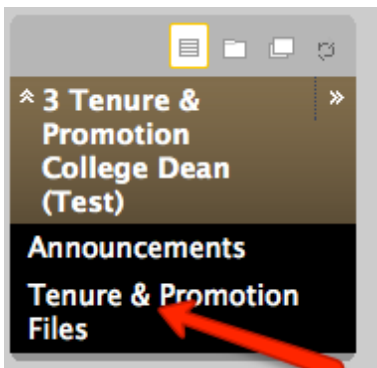
4. On the next page you will see a link for this candidate and any other candidates.

5. Click on the candidate's name
6. You will come to a page that allows you to upload the candidate's file to the Dean's organization.

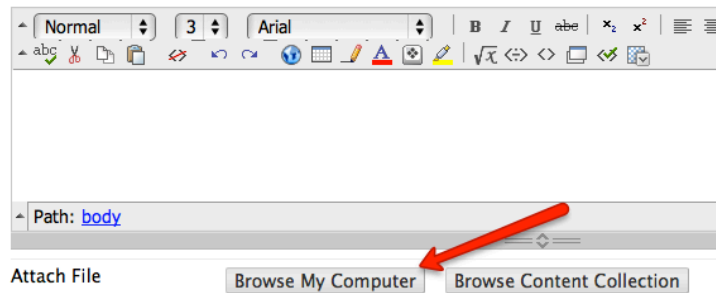**Upload Assignment: John Smith**

1. Assignment Information

Name:	John Smith
Instructions	
Due Date	
Points Possible	0

2. Assignment Materials

Submission

| Normal ▼ | 3 ▼ | Arial ▼ | **B** *I* <u>U</u> abe x₂ x² |

Path: body

Attach File   Browse My Computer   Browse Content Collection

7. Click on the Browse My Computer button for Attach File
8. Select the file from your computer. This should be the file that you downloaded, augmented with your letter and any other materials received at the Department level of the review process.
9. Once the file has been selected click the Submit button.
10. Your "assignment" has been completed. Repeat for files of any other candidates in your department.