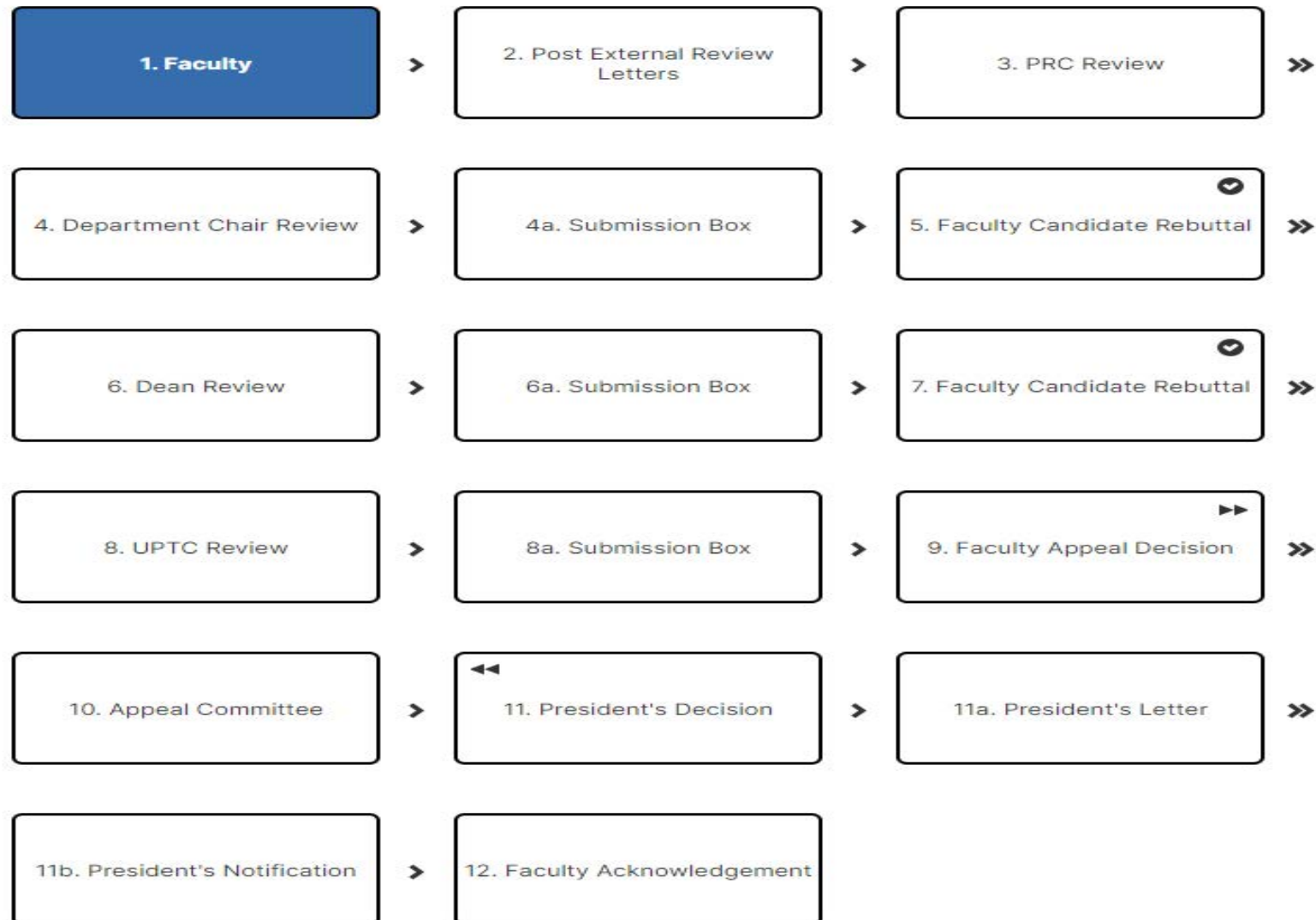


FLOWCHART FOR PROMOTION & TENURE PROCESS updated 5/9/2023



WORKFLOW FILE NAMING CONVENTIONS

Please name your files according to these conventions so that files will be easier to manage upon downloading. Plan the order of your files before you upload. You cannot rename or reorder your files once you have uploaded them.

Step 1. Faculty	Example Faculty: Cisneros
1. Candidate Review Statement	1_1_Cisneros Review Statement.pdf
2. Applicable Promotion and Tenure Criteria	1_2_Cisneros Promotion and Tenure Criteria.pdf
3. Written Notifications of probationary period extensions (if applicable)	1_3_Cisneros Probation Extensions.pdf
4. Annual Evaluations from the Department Chair for each year during the evaluative period	1_4a_Cisneros Annual Evaluation 2019.pdf; 1_4b_Cisneros Annual Evaluation 2020.pdf
5. Third-Year Review letters from peer committee and Department Chair (only for promotion to associate)	1_5a_Cisneros Third Year Review.pdf; 1_5b_Cisneros Third Year Review.pdf
6. A current curriculum vitae	1_6_Cisneros Vitae.pdf
7. Candidate's P&T Narrative	1_7_Cisneros P&T Narrative.docx
8. Appendix Material Table of Contents	1_8_Cisneros Appendix TOC.pdf
9a. Appendix Material A: General	1_9ageneral01_Cisneros Table of Annual Reviews.pdf
9b. Appendix Material B: Teaching	1_9bteaching01_Cisneros List of Courses by Semester.pdf
9c. Appendix Material C : Research	1_9cresearch01_Cisneros Summary of Journal Info.pdf
9d. Appendix Material D: Service	1_9dservice01_Cisneros Table of Professional Service
Step 2. Post External Review Letters	Example
1. External Reviewer Invitation Letters	2_1_Cisneros External Review Invitation.pdf
2. External Reviewer Summary Bios	2_2_Cisneros External Review Bio Bok.pdf
3. External Review Letters	2_3a_Cisneros External Review Letter_Bok.pdf
Step 3. PRC Review	Example
1. Committee Recommendations	3_1_Cisneros PRC Recommendation.pdf
Step 4. Department Chair Review	Example
1. Department Chair Review	4_1_Cisneros Department Chair Review.pdf
Step 5. Faculty Candidate Rebuttal	Example
1. Candidate Rebuttal/Additional Information Document (Optional)	5_1_Cisneros Rebuttal.pdf
Step 6. Dean Review	Example
1. Dean Review	6_1_Cisneros Dean Review.pdf
Step 7. Faculty Candidate Rebuttal	Example
1. Candidate Rebuttal/Additional Information Document (Optional)	7_1_Cisneros Rebuttal.pdf
Step 8. UPTC Review	Example
1. UPTC Review	8_1_Cisneros UPTC Review.pdf
Step 9. Faculty Appeal Decision	Example
1. Faculty Appeal Documentation	9_1a_Cisneros Appeal Full Text_Article.pdf; 9_1b_Cisneros Appeal_Student Comments.pdf
Step 10. Appeal Committee	Example
1. Appeal Recommendation to the President	10_1a_Cisneros Appeal Recommendation.pdf
Step 11. President	Example
1. President's Recommendation	11_1_Cisneros President Recommendation.pdf

MORE INFORMATION ON NAMING CONVENTION FOR APPENDIX IN WORKFLOW

In the Appendix, candidates place all additional materials supporting their request for tenure and/or promotion. A main goal of organizing your materials is to make it easy for reviewers to locate and read your information. The naming system created is so that if Workflow saves the entire packet, all documents are then organized alphabetically.

There are four separate appendices: General, Teaching, Research, and Service.

It is recommended to:

- Avoid having too many documents in one file as that makes it harder for reviewers to find information.
- Avoid large numbers of small files as reviewers then must open many files.
- Use summary tables. These summaries can be uploaded separately or with the documents they summarize.
- Title all files with a descriptive name.
- Make sure all documents relate to the college's criteria for promotion and/or tenure.
- Have each item in the Appendix referred to in the narrative.
- Note that Workflow does not support using PDF portfolios or Zipped files.

The documents in every Appendix will be different depending on college, department, and candidate evidence.

Naming Convention for Table of Contents:

1_9[Name of appendix][Number of document][descriptive title of document]

- **Name of appendix** designates the work area:
 - Appendix A: General should be listed as ageneral
 - Appendix B: Teaching should be listed as bteaching
 - Appendix C: Research should be listed as cresearch
 - Appendix D: Service should be listed as dservice
- **Number of document** is a two digit number starting with 01 and going up to 99
- **Example: 1_9bteaching04_Syllabus** for PSYC 4311 Social Psychology
 - Is in the teaching appendix
 - Is the 4th document in the teaching appendix
 - Contains the syllabus for PSYC 4311
- **Example: 1_9cresearch12_FRSF** 2019 grant
 - Is in the research appendix
 - Is the 12th document in the research appendix
 - Contains a copy of the FRSF 2019 grant