

## COSM OneDrive Electronic Submission Instructions for NonTenure-Track(NTT)Facultyfor 3<sup>rd</sup>

|  |  |
|--|--|
| CoSM Tenure and/or Promotion<br>Folders & Their Contents | Electronic File Organization and<br>Details for Naming and Uploading Files into Appropriate Folder |
| Folder: <i>FirstName LastName Action AY</i>              | Folder Example: Alice Smith NTT3Y  |

|  |   |
|--|---|
|  | <p>2-3YDepartmentHeadLetter.pdf<br/>3-3YDeanLetter.pdf</p> <ul style="list-style-type: none"> <li>○ When a letter writer uploads to this folder, the candidate, department head, and dean should also receive copies for personnel files</li> <li>○ Access to this folder will evolve from department level to the Provost as the dossier progresses through the stages of review.</li> </ul> |
|--|---|

**Folder: *Section III – Teaching and Student Learning***

**Contents:**

- A. SOI Information (subfolder)
  - 1. Table Summary (PDF)
  - 2. Written Summary (PDF)
  - 3. Complete SOI Reports (PDF)
- B. Peer Evaluations (subfolder)
  - 1. Peer Evaluations (PDF)
  - 2. Peer Evaluation Policy (PDF)
- C. Evidence of Student Learning (subfolder)
  - 1. Evidence of Student Learning (PDF)
- D. Support Documents for Teaching (Subfolder)
 

This subfolder contains three sub-folders:

  - 1. Course Documents



Folder: *Section IV – Scholarship*  
(Optional)

Contents:

A. Scholarship and Professional  
Development Activities  
(Subfolder)

1. Reverse chronological list of published papers, books, research, scholarly work, externally funded grants and contracts, patents, etc. (PDF)
2. Reverse chronological list of completed professional development activities (PDF)
3. Reverse chronological list of work in progress (PDF)

B. Supporting Documents for Scholarship  
(Subfolder) with 5 additional subfolders

1. Evidence of Externally Refereed Publications (subfolder)
2. Evidence of Externally Refereed Grants and Contracts (subfolder)
3. Evidence of Externally Refereed Patents, Software, or Hardware System (subfolder)

4. ET xJ o /0 . 70 1- f0 d. 0 (0 2 ) TT j c o 0 O . 20

|  |  |
|--|--|
| <p>Folder: <i>Section V – Service</i></p> <p>Contents:</p> <ul style="list-style-type: none"> <li>A. Service Activities (Subfolder)             <ul style="list-style-type: none"> <li>1. List of Service Activities (PDF)</li> </ul> </li> <li>B. Supporting Documents for Service (Subfolder)             <ul style="list-style-type: none"> <li>1. Evidence of Service to Community (subfolder)</li> <li>2. Evidence of Service to Institution (subfolder)</li> <li>3. Evidence of Service to Profession (subfolder)</li> <li>4. Evidence of Other Service (subfolder)</li> </ul> </li> </ul> | <p><i>V – Section V Service</i></p> <p>The candidate will upload 1 PDF file into A. Service Activities folder and will populate the subfolders in B. Supporting Documents for Service as necessary.</p> <ul style="list-style-type: none"> <li>A. Service Activities Subfolder             <ul style="list-style-type: none"> <li>o The candidate uploads a reverse chronological list of service activities, specifying the dates of each activity, designating the type of activity, and one's role in the service                 <ul style="list-style-type: none"> <li>x Break this listing into the four sections based on service Area A as outlined in the COSM Performance Guidelines.</li> <li>x Where appropriate, link the names of each activity to the evidence which should be in PDF format and located in the evidence folders</li> <li>x This PDF should be titled: ListOfService.pdf</li> </ul> </li> </ul> </li> <li>B. Supporting Documents for Service Subfolder             <ul style="list-style-type: none"> <li>o For instance, committee assignment documentation, copies of meeting minutes, or copies of products developed may be included. The evidence within each subfolder should be PDF documents with appropriate filenames following the file naming convention.</li> </ul> </li> </ul> |
|--|--|