

## Instructions for the On-Line Candidate Performance Dossier

1. The candidate submits his/her request for reappointment/tenure/promotion to the Provost in hard copy on/before September 15th. The receipt of this letter is the catalyst for the Provost's assistant to create the on-line binder (just as it was the catalyst for the assistant to create the physical binder in the past).
2. The binder (master folder) and tabs (subfolders) are created in Google Drive. The master folder and subfolders are created to mirror all the required sections that were included in the physical binder.
3. The Provost's assistant creates the master folder (titled with the candidate's name and action sought).
4. The Provost's assistant gives ownership (control) of the master folder to the candidate. (Provost's assistant will then remove him/herself from the shared settings.)
5. Upon creation of the master folder and transfer of ownership, the candidate receives two emails from the Provost's assistant. One is an invitation to collaborate (subject line: Invitation to collaborate) and the other explains the transfer of ownership (subject line: Transfer of ownership).
6. The candidate clicks on the folder title in the transfer of ownership email, which will take him/her to the master folder.
7. From that point, until the candidate submits the completed master folder by the deadline stipulated in the Faculty Handbook, the candidate (as owner) has viewing and editing access. No one else has edit access during this period.
8. During the time when the candidate has edit access, s/he uploads (inserts) all the relevant documents into the appropriate subfolders.<sup>1</sup> The candidate is responsible for creating digital files for all materials. Any paper documents can be converted to PDFs by scanning on most college printers. The exception to this requirement is if the candidate has multiple book chapters or books s/he is submitting. In these cases, the physical books should be deposited in the Provost's assistant's office, and a placeholder document should be placed in the appropriate subfolder.
9. By the deadline indicated in the Faculty Handbook, the candidate gives view access to all Peer Evaluation Group (PEG) members:
  - a. Click on the master folder's title.
  - b. Choose "share" from the drop-down menu.
  - c. Invite the PEG members by inserting their email addresses into the field. (Do not yet send; the default setting for invitees is "edit.")
  - d. Click on the "edit" button to the right of the field (it has a pencil icon).
  - e. Choose "can view only."
  - f. Click on "send."
  - g. A share icon will appear next to the title of the master folder.

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<sup>1</sup> Candidates should have a basic working knowledge of Google Drive and how to move files. For assistance or a tutorial, make an appointment with IT in a timely fashion.

10. Once the PEG review is completed, the PEG chair gives the candidate all relevant PEG files to be uploaded into the appropriate subfolder. The candidate is responsible for uploading the relevant files.
11. The candidate then removes viewing access from the PEG members:
  - a. Click on the share icon next to the master folder title.
  - b. The shared setting window will appear. Click on “advanced” on the bottom right.
  - c. Click on the “X” to remove all PEG members from the shared settings.
  - d. Click “save changes.”
  - e. Click “done.”
12. Upon the deadline for submission to the Provost’s office the candidate
  - a. shares the master folder with Provost’s assistant:
    - i. Click on the master folder’s title.
    - ii. Choose “share” from the drop-down menu.
    - iii. Invite the Provost’s assistant by inserting her/his email address.
    - iv. Click the “send” button.
  - b. transfers ownership to the Provost’s assistant:
    - i. Click on the share icon (next to master folder title).
    - ii. The “share with others” window will appear. Click on “advanced” on the bottom right.
    - iii. Click on pencil icon next to the Provost’s assistant’s name, and choose “Is owner.”
    - iv. Click “save changes.”
  - c. changes their own access to view only:
    - i. Click the pencil icon next to the candidate name.
    - ii. Choose “can view only.”
    - iii. Save changes.
    - iv. Click “done.”
13. The Provost’s assistant then gives viewing access to the candidate and Faculty Personnel Committee (FPC) members. At the appropriate time (see Faculty Handbook), the Provost is given viewing access.
14. Through the remainder of the process, the candidate, FPC and the Provost have viewing access.
15. Once the final decision is made, and the Provost informs the candidate by letter (in May), the Provost’s assistant transfers ownership of the master folder back to the candidate.

For IT assistance regarding the candidate’s master folder, contact Christina Dempsey in a timely fashion ([christina.dempsey@wagner.edu](mailto:christina.dempsey@wagner.edu)). Appointments can be scheduled at the candidate’s discretion. Be advised that IT can aid in any technical questions, but cannot provide procedural assistance with the review process. All procedural questions should be directed to the FPC Chair.