

East Tennessee State University

Policy: Tenure & Promotion Online System

INFORMATION FOR USERS

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SYSTEM OVERVIEW

The Online Tenure and Promotion System provides a site for each applicant for tenure and promotion. The system uses text fields sparingly, for basic information such as committee vote tallies and Yes/No recommendations by reviewing officials. Candidates and those reviewing applications create necessary documents and complete forms offline, then upload them to the system.

Important Information for Candidates Who Are Also Members of a College or Department Tenure or Promotion Committee

- Candidates who are also chairs or members of either a department or college tenure and/or promotion committee will need to change their "role" in the system to interact with their committee responsibilities.
- If an individual is a candidate and also a college or department tenure or promotion committee member or chair, the candidate will see a "Change Role" button in the upper right-hand corner of the screen.
- Once clicked, a dialogue box will appear that allows the candidate to designate the applicable role.

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SUPPORTING DOCUMENT AND OTHER DOCUMENTS

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- Candidates submit a Supporting Document, up to 100 MB in size, as their primary application.
- The Supporting Document may be organized in any fashion, subject to guidelines provided by the college or academic department.
- Although candidates will create the Supporting Document using software such as Microsoft Word, the final must be uploaded to the system as a PDF file. [See Uploading Forms and Documents to the System.](#)
- The Supporting Document must be a single file.
- The candidate may include supplementary material in an addendum that is uploaded separate from the Supporting Document.
- If supplementary material is available online, [outside the Online System] the candidate may provide hyperlinks to it within the Supporting Document or within the addendum.
- If supplementary material is not available in electronic form, the candidate may wish to arrange to store it in the academic department or college office for use by those evaluating the application.
- Candidates will also upload their curriculum vitae and tenure or promotion narrative statements as PDF files.

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COMPLETING TENURE AND PROMOTION FORMS

- An icon has been provided as a link when a specific form is required.
- Save a copy of the form to your hard drive by selecting File, then Save As. Name the file as follows: [First and Last Name of Candidate] [Name of Form].
- Complete the form and save changes.

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CONVERTING DOCUMENTS AND FORMS TO PDF FORMAT

- Tenure and promotion documents and forms must be converted to PDF format to be uploaded to the system.
- To convert an MS Word file to PDF, open the file, then select File, Save As, PDF or select Convert to PDF.

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UPLOADING DOCUMENTS AND FORMS

- On the candidate's site in the online system, click the Upload button for the form or document you want to upload.

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- Use the "Browse" button provided to locate the desired file, then click OK.
- The system will confirm that the file loaded successfully.
- A user can upload a document (e.g., the supporting document, a committee report) multiple times prior to the deadline for submitting that document. Only the most recently uploaded version is saved in the system.
- If a user wishes to upload an addendum to a previously submitted document after a deadline, he or she must request permission to do so from the appropriate party according to university policy. If permission is granted, that party will upload the addendum.

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ENTERING VOTES AND RECOMMENDATIONS

- Chairs of the department and college tenure and promotion committees enter vote tallies directly into the system database using text fields provided. Accompanying statements are uploaded using the appropriate forms (e.g., the Department Committee Tenure Narrative).
- Department chairs, deans, vice presidents, and the President enter their recommendation directly into the system using text fields provided. Accompanying statements are uploaded using the appropriate forms.

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ELECTRONIC SIGNATURES

- The online system does not require signatures on hard-copy documents. Votes entered by committee chairs and recommendations by administrators, after having logged in with their ETSU credentials, represent their electronic signatures.
- When committee chairs and administrators log into the system with their ETSU credentials, this represents their electronic signatures on vote tallies and recommendations they enter.
- Each member of a department or college tenure and promotion committee "signs off" on the committee's narrative statement by checking a box in the system.

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DEADLINES

- All documents and forms submitted are time-stamped.
- On September 16 at 12:00:01 AM, immediately following the deadline for submission of supporting documents, data is saved in the system, indicating that candidates have officially applied for tenure or promotion.

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- The next level in the review process can view an uploaded document, form, votes tally or recommendation only after the deadline for its submission has passed and, if necessary, all committee members have entered their electronic signatures.
- If the deadline for submitting a document or form passes and it has not been uploaded, the user is allowed one chance to upload it, subject to time-stamping showing when it was uploaded.

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- Forms are not required.

[CANDIDATE NARRATIVE STATEMENT FOR PROMOTION](#)

[CANDIDATE NARRATIVE STATEMENT FOR TENURE](#)

[DEPT COMMITTEE PROMOTION NARRATIVE](#)

[DEPT COMMITTEE TENURE NARRATIVE](#)

[CHAIR PROMOTION NARRATIVE](#)

[CHAIR TENURE NARRATIVE](#)

[COLLEGE COMMITTEE PROMOTION NARRATIVE](#)

[COLLEGE COMMITTEE TENURE NARRATIVE](#)

[CANDIDATE COURSE LOAD](#)

[DEAN PROMOTION NARRATIVE](#)

[DEAN TENURE NARRATIVE](#)

TENURE AND PROMOTION APPEALS

- Candidates should review the tenure and/or promotion appeal policies in Section 2.0 of the ETSU Faculty Handbook prior to making a decision to appeal an adverse recommendation.
- There are two levels of appeal--appeal of the dean's recommendation OR appeal of the vice president's recommendation.
- If a candidate receives an adverse recommendation at the dean level, the system will automatically load an "Appeal" button.

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- If a candidate clicks the "Appeal" button, the candidate and the University Online Tenure and Promotion System administrator will receive a confirmation email that an appeal has been requested.
- The same process is in-place should the candidate receive an adverse recommendation from the vice president if no previous appeal has been made.
- The University Online Tenure and Promotion System administrator will work with the University Promotion and Tenure Appeals Committee to facilitate the appeal process.

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APPEALS			
University Appeals Committee Decision of Tenure Recommendation at Dean Level	F	Appeals Committee Chair	
University Appeals Committee Decision of Tenure Recommendation at Vice President Level	F	Appeals Committee Chair	
University Appeals Committee Decision of Promotion Recommendation at Dean Level	F	Appeals Committee Chair	
University Appeals Committee Decision of Promotion Recommendation at Vice President Level	F	Appeals Committee Chair	