E-Dossier Process for Personnel Actions

In an effort to streamline the process of gathering materials that are typically submitted for personnel actions, the following process will be adopted for the AY20-21. We recognize that not all materials for a dossier for personnel actions can be presented electronically.

The typical contents of personnel dossier include, but may not be limited to, the following:\footnote{1}{May not be applicable to some actions such as PMYR, sabbatical or senior lecturer}

- Curriculum Vitae
- Candidate’s narrative on their accomplishments
- Copies of External letters (when applicable)
- Promotion standards
- Annual evaluations
- Prior evaluations (contract renewals, PMYR etc.)
- Materials related to
  - Teaching effectiveness and advising
  - Scholarship and/or professional development
  - University service
  - Public service
- Supplemental materials

The process:

What: Microsoft OneDrive will be used for storing all the electronic content for personnel review.

Who: The folders will be created and access will be managed by the Provost’s Office.

When: The folder will be made available ahead of submission deadlines so the candidate will have sufficient time to upload the necessary documents.

How it will work:

1. The Provost’s Office will create a root folder and relevant subfolders under the candidate’s name and shared with the candidate. The Provost’s Office will oversee access to the electronic dossier.
2. The Dean’s office will provide the list of faculty who should have access to each candidate’s dossier throughout the evaluation process. This will include the names of Tenured faculty members, FEC members, chairperson, academic council members for each candidate.
3. The candidate will have the ability to add materials to the folders until the dossier goes to the first level of formal evaluations. After that point, the candidate will only have the ability to read and review the content throughout the personnel action process. Additional materials may be added to the dossier as outlined in the CBA.
4. The Provost’s office will provide read access to the dossier to each level of review on the dates outlined in the CBA. Similarly, access will be terminated on dates outlined in the CBA.

5. When each level completes the review, a copy of their evaluation should be sent to the Provost’s Office (provost@umassd.edu) who will add it to the candidate’s dossier.

6. After each level of review, the candidate will have the ability to add supplemental materials to the dossier as outlined in the CBA. The supplemental materials should be sent to the Provost’s Office (provost@umassd.edu), within the window of time outlined in the CBA, who will add it to the candidate’s dossier. The materials will move to the next level for review only after the deadline for when the candidate can add supplemental materials has expired.

7. Materials that cannot be presented electronically, will follow the standard process of physical review of the materials by each level of personnel review.

8. CITS (ithelp@umassd.edu or https://ithelp.umassd.edu/ online case submission form) will be available throughout this process to help faculty and all levels of review to help with technical issues.