



## Guidelines for Creating an Electronic File for Third-Year/Pre-Tenure/Promotion/Tenure Review

Congratulations on reaching this milestone! These guidelines have been developed by the Faculty Life Office and Educational Technology and Media to help you more easily create an electronic review file. As a set of guidelines, it is meant to help you more easily assemble your file and does not supersede any requirement in the Faculty Handbook or your department's requirements. Most of the information pertaining to faculty evaluation and status review can be found in Sections 9 and 10 of the Faculty Handbook, and in your [School or Department Standards of Scholarship](#). Check with your dean to find out how they prefer you submit your file, and note that you are responsible for collating the file, not the Provost's Office.

### Sections in your Electronic File

Your file will have two parts: Primary documents, and supporting documents in an appendix. The Faculty Handbook describes the following order and page limitations for the primary material in Section 10.2. Please note that files exceeding the specified page limits will be returned by the Faculty Status Committee without review.

#### Primary Documents

1. Preliminary materials:
  - a. Third-year and Pre-tenure review: Letters from the candidate's review committee, dean and/or department chair. [No page limit.] These will be added by your school / department to the electronic file after you submit it to your dean.
  - b. Tenure review: Letters from the candidate's review committee, dean and/or department chair and a copy of the Pre-Tenure Review letter (and Promotion Review letter, if promotion review occurred prior to tenure) to the candidate from the Faculty Status Committee. [No page limit.]
  - c. Promotion review: Letters from the candidate's review committee, dean and/or department chair, and the Faculty Status Committee regarding prior promotion or tenure reviews. [No page limit.]
  - d. *Tip: Some chairs and deans request the inclusion of a cover letter, where the candidate introduces themselves and documents eligibility for review. For tenure*



*candidates, the letter would also describe how they attended to the recommendations of the pre-tenure review. Check with your chair or dean on their preference.*

2. Curriculum Vitae [5 pages];
3. A narrative that describes the development of the candidate's faith over the years, reflects the candidate's affirmation of the central claims of historic Christian teaching, responds to the SPU Statement of Faith, and provides some indication of the current practices that form and sustain the candidate's faith and life—including participation in a local church [4 pages];
4. An articulation of the candidate's sense of vocation as a faculty member—touching on the interplay of teaching, scholarship, and service—that indicates congruence with SPU's mission of Christian higher education, conveys the candidate's philosophy of education, and includes some reflection on how the candidate understands Christian convictions to affect his or her work in each of the three areas of faculty responsibility [4 pages];
5. The candidate's analysis of and self-reflections on teaching strengths and areas needing development, interacting with both student and peer input [4 pages];
6. A narrative describing the candidate's scholarly trajectory that indicates how he or she meets the scholarship standards of the school or department [2 pages];
7. A description of the types of service activities the candidate has taken on since coming to SPU, or in the case of promotion, since the candidate's last promotion [2 pages];
8. A self-assessment of expertise and availability for academic and vocational advising [2 pages].

The appendix with supporting documents follows with no page limits.

### **Appendix**

1. A current PDP, and the candidate's immediately prior PDP (both with Dean or designee response);
2. Four representative syllabi;
3. An unabridged record of all official university student feedback forms for the previous three years, or in the case of third-year and pre-tenure review, since the candidate's arrival at SPU;



4. Peer-review assessments of the candidate's teaching, including at least one by a member of the candidate's school or department and one by a peer from outside of the candidate's school or department, in each case selected by the Dean or designee;
5. Samples of scholarly products the candidate has produced (particularly since coming to SPU), noting the role of peer review in their publication or reception;
6. Any further supporting documents (reference letters, commendations, reviews, and so on), that the candidate may wish to include attesting to the candidate's character, congruence with the SPU mission, competence, or contribution. Files submitted in support of an application for promotion to the rank of Professor must include at least two letters (solicited by the candidate's Dean) offering evaluation of the candidate's competence and scholarly contribution by peers in the candidate's field at appropriate institutions outside of SPU.

## Compiling your Electronic File

### Organizing your Files

Your files can be a mixture of file types, including DOCX, PDF, PPTX, JPG, PNG, TXT and more. Acrobat DC will convert files that are not PDFs during the file creation process. To make this process go as smoothly as possible, make sure you have created digital copies of your files ahead of time and that your files have been named appropriately. You can use any Multi-Function Printer ([spu.edu/print](http://spu.edu/print)) on campus to complete the digitization process.

*Tip: It is highly recommended that you save your files using the name you want to have in the bookmarks. For example, if you name your faith narrative file as "PARK - Faith Narrative – Draft vs 3" Adobe will create that as a bookmark during the file creation process. If that's not how you want the bookmarks to appear, change the file name(s) now.*

### Compiling Student Feedback (formerly known as Course Evaluations)

Student Feedback is provided through a program called SmartEvals, which is managed by the Office of Institute Research (OIR). This information is accessed through Canvas. Log into [spu.edu/canvas](http://spu.edu/canvas) and go to **Account -> Student Feedback** to quickly access these reports.

### Creating your Reports

1. Go to **Canvas -> Accounts -> Student Feedback -> Reports -> Historical Reporting.**



2. Adjust the Custom Reports fields to pull your data.

The screenshot shows a 'Custom Report' interface with three tabs: 'Percentile Rank', 'myFocus', and 'Custom Report'. The 'Custom Report' tab is active. It contains three dropdown menus on the left and two on the right. The left dropdowns are: '2019 Winter', 'All courses', and 'All sections of this course'. The right dropdowns are: 'HSC', 'NUR NUR', and 'See course levels/types dropdown'.

3. Click the Export button.
4. Repeat this process as often as needed until you have your course data separated by year.

The screenshot shows an 'Export Options' dialog box. It has a title bar with tabs: 'Custom Report', 'Percentile Rank', 'Individual Evaluations', and 'myFocus'. The 'Export Options' title is centered. Below the title, there is a 'File Type' dropdown menu set to 'PDF: Portable Document Format'. To the right of this is a checkbox labeled 'Use default colors' which is checked. Below these are four checkboxes, all of which are checked: 'Show Course Heading?', 'Show Column Titles?', 'Show Grid Lines? (Does not apply to PDF.)', and 'Export PDF in Landscape Orientation?'. At the bottom center is an 'Export' button.

### Exporting your Reports

After pressing export, you'll be sent to a screen with some settings and you should choose PDF as your export option. Make sure to save the files according to your Course Number and Year, as that will make it a lot easier when compiling your file. You shouldn't need to change anything else on the Export Page.

If the content in Smart Evals/Canvas does not go back far enough (all three years of data), you may need to create an additional report of archived data from the Banner Info System.

1. Log into the [Banner Info System](#) and go to the **Faculty** Tab -> **Online Evaluations** and locate the **"Export bulk evaluation reports."**
  - a. This allows you to create a single pdf report of student feedback from multiple courses.



2. To create the download, you can select one, multiple or all options within each course, year and quarter.
  - a. The report will not compile unless there is at least one choice associated with each “box.” You have the choice of downloading excel or the pdf versions.
3. You can save the pdf by hovering your cursor at the bottom center of the page until the Adobe file information appears.
  - a. While the system is designed for you to download multiple years within multiple courses all at once, it can take up to 20 minutes to compile a large pdf.

### Suggestions from Faculty Status Committee

1. Spacing, font style and font size is up to you. Please remember that your colleagues have to be able to read your material. Status recommends using at least a 10pt font size.
2. Regarding syllabi, Status recommends using recent and active courses that you are likely to teach in the near future.
3. Organize your student feedback by sections within courses rather than by courses within quarter / year. Status recommends that you order your student feedback within course by placing more recent reviews first.
4. If you are generating data from Smart Evals in Canvas, do not choose the option to bulk export your student feedback data over multiple years. This will combine all of the data together and make it difficult for Status to review your feedback across multiple years.

### Creating your File

#### Installing Adobe DC

Adobe Acrobat DC is PDF editing software that is available at no cost from the university on SPU Managed computers. If you have trouble with the steps below, the CIS HelpDesk can assist you at [help@spu.edu](mailto:help@spu.edu) or at 206.281.2982.

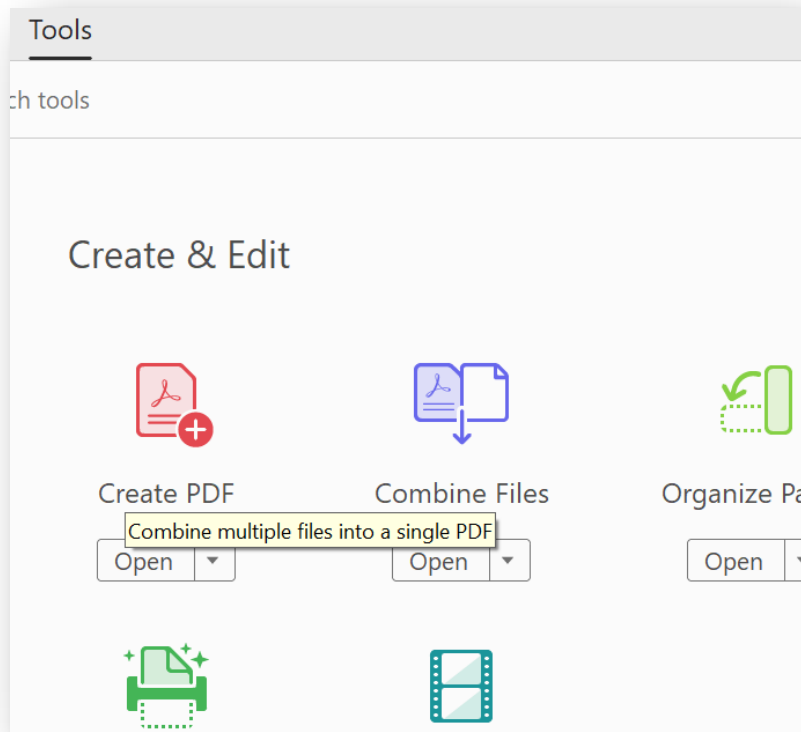
1. Click the Start Button on your computer and go to Software Center.
2. Search for or scroll down to locate Adobe Acrobat DC.
3. Select the software and click Install.

#### Combining your Files

1. Save and close any files you will be using during this process.

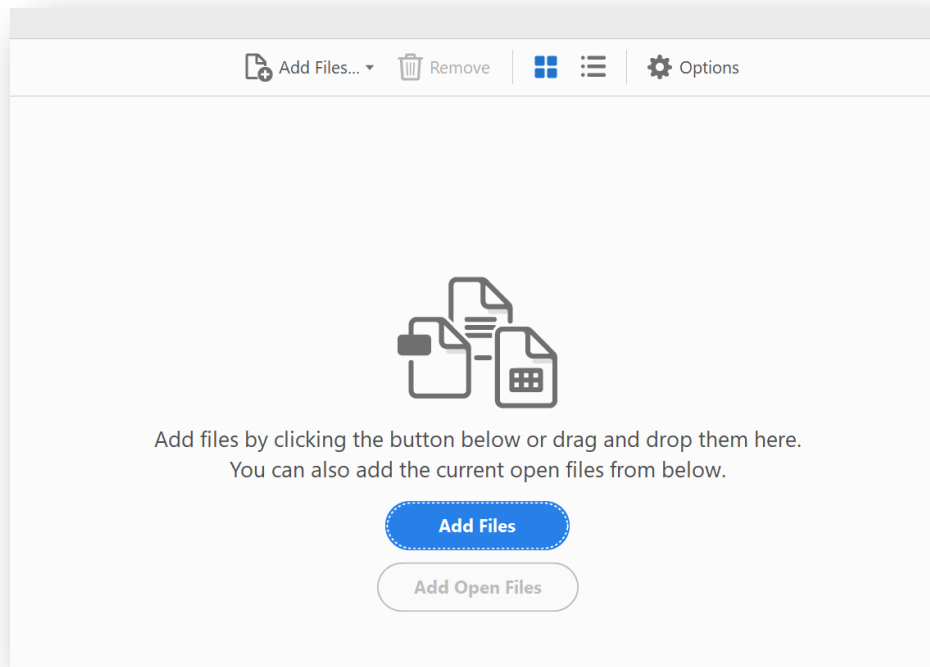


2. Open **Adobe Acrobat DC**
3. Click **Tools** -> **Combine Files** into PDF.





4. Click the **Add Files** button in the center of the screen or use the “add files” button in the menu bar across the top.



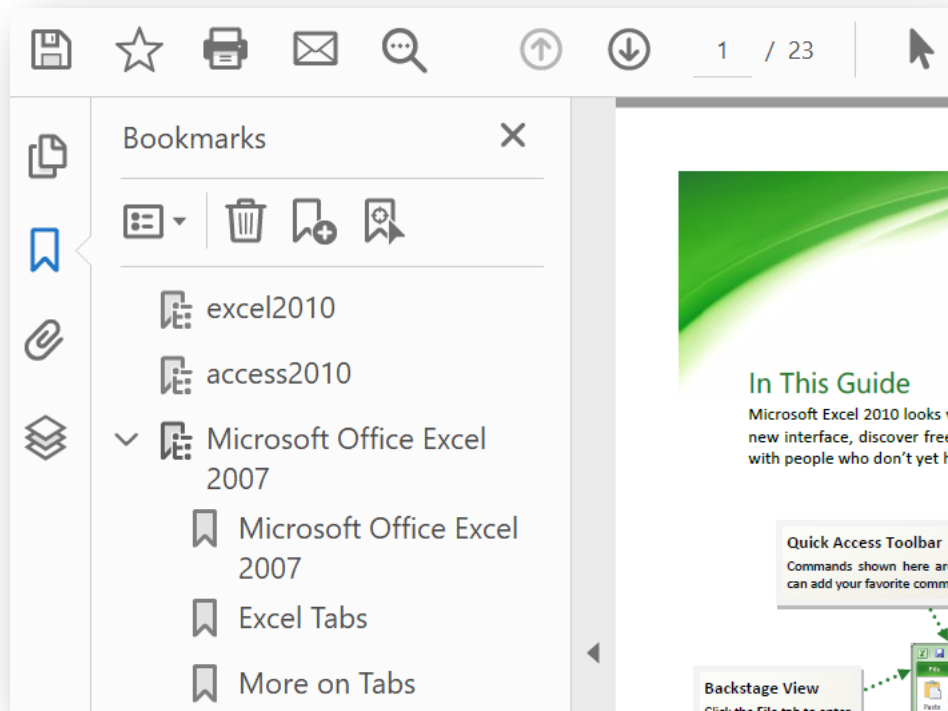
5. Drag and drop your files into the appropriate order, with newest first
6. After combining the files, Adobe will create a file titled Binder1.pdf. Rename and save this file.
  - a. If you do this in chunks, such as each group of Appendix files at a time, your bookmarks will be managed for you and you won't need to edit them later.

### **Managing your Bookmarks**

Check your Bookmarks to make sure they're correct. Click the Bookmark icon in the left-hand window pane to view all of your bookmarks.

#### *Editing bookmarks*

1. Click the bookmark icon in the left-hand column.



2. Right click on Bookmark you want to change and choose Rename.
3. Type a new name and press Enter.

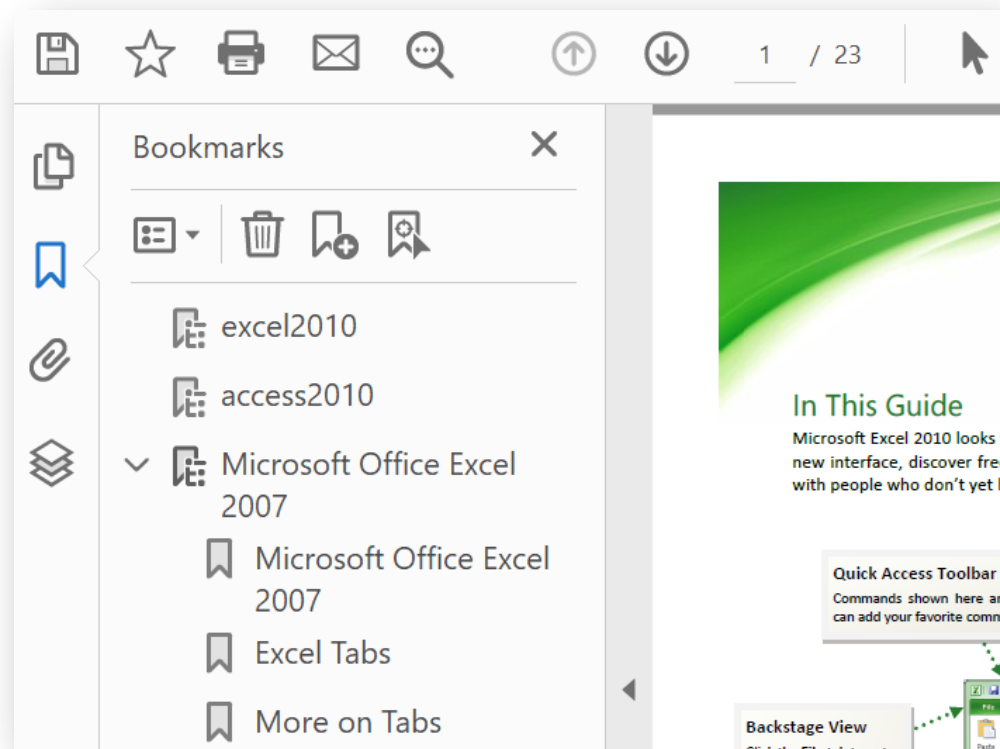
You may need to delete bookmarks if they are inaccurate or if you have extra gobbledygook. Right click on the one you want to delete and press the trash can icon to remove it.

#### *Adding bookmarks or sub-heading bookmarks*

Let's say you work with both graduate and undergraduate students and you wish to have two sections in your advising document, indexed with two different bookmarks.

1. Click the bookmark icon in the left-hand column.





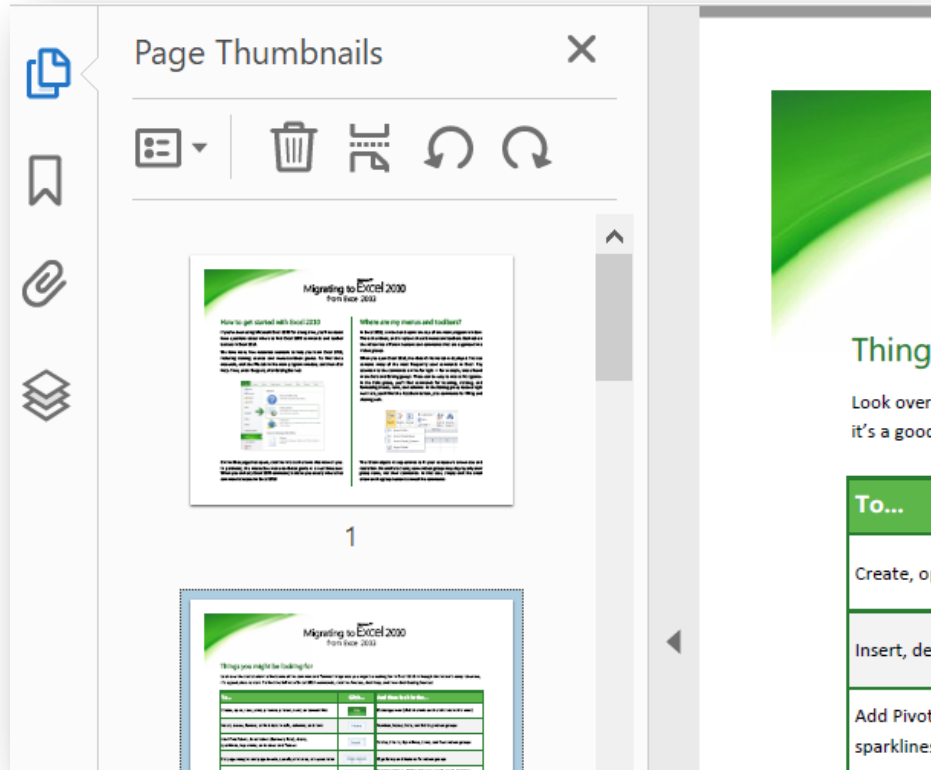
2. Open the section of the document where you want to add a new bookmark.
3. Click the New bookmark icon and set its name.
  - a. If you want it to be a sub-heading, just drag it up to the major heading and it will become nested.


### **Editing your file**


If you've already completed the merge, but you need to add files or change pages, rather than re-doing everything, it's simple to insert new content or replace existing content.

Before getting started, locate where in the file you want to add, replace or delete pages. Take note of the page number(s).

1. Click on the Page Thumbnails icon in the left-hand menu



1. Then click the Pages Menu  button to choose the action you want to take:
  - a. Replace Pages
  - b. Add Pages
  - c. Delete Pages
  - d. Rotate Pages, etc.
2. Complete the action you want to take.

*Tips: When in the Pages menu, you can use the mouse to click on the pages you want to delete and press the trash can icon instead of selecting it through the Pages menu button. You can also re-arrange your pages by clicking on the page and dragging and dropping in the Pages side menu. If you want to add pages, you can use the side menu to scroll to the location you want to insert new content, by clicking the page where you want to add content and then clicking on the insert button *