Faculty Development Committee

April 6, 2021

The Faculty Development Committee met virtually on April 6, 2021, at 10:00 am.

Present were: Green, Yarbrough, Jenks, Mbaye, Boumenir, Nelson, Lopez, Hoang, Rogers, Erben, Kang, and Faucette.

The minutes for the March 2 meeting were approved.

Dr. Cathi Jenks addressed the committee on forming a review committee on Interfolio. She asked the committee if we were interested in seeing a demonstration on the use of Interfolio to replace Google sites throughout campus. The demonstration is free. The Provost has already agreed to fund Interfolio if interested. The committee then had considerable discussion. There was considerable concern over what would be private and what would be public record. The committee was also unaware of the Provost's intentions. It was pointed out that the Google sites is already paid for by the university though Google Suites. Using Interfolio would cost an addition $20,000. The College of Education reported having difficulties with Interfolio.

The Committee voted NO on the desire to have a demonstration of Interfolio.

The Committee made a recommendation to use Google Sites for the purposes Interfolio is used now on campus.

The Committee was informed of the award of Faculty Research Grants in the amount of $49,541—roughly half of what was requested. Twelve of the grants were funded of 27 applications. The Committee would like to express its thanks to Julie Hawk for all her work on the Faculty Research Grants. A Microsoft Excel spreadsheet with information on the grants awarded is attached to these minutes.

There was a report from the E-Dossier Committee. The committee wants to advise the Faculty Senate that a new dossier template is coming, complete with detailed online instructions on how to use it. A document titled "eDossier Promotion & Tenure Templates & Guide: Information for Faculty" is attached to these minutes.

Dr. Patrick Erben was elected chair of the Faculty Development Committee for 2021–2022.

eDossier Promotion & Tenure Templates & Guide
Information for Faculty

eDossier Platform

Work on the transition of the Promotion & Tenure eDossier templates from the Classic Google site to the new Google site has been completed by the eDossier Workgroup. This transition was necessary because the Google Classic Site will be discontinued in December 2021. This transition will provide faculty with access to an eDossier platform in Google until a new platform is identified for this process.

All documentation for the eDossier in the new Google site is now on a shared drive in the Provost's Office. The eDossier shared drive is managed by Suzanne Garrett (sgarrett@westga.edu) in the Provost's Office, who can provide access to administrative support staff and faculty as needed.

Administrative staff from each college and school have been added to the shared drive and have received introductory training on the new platform and templates. They are available to assist faculty with questions. The dean's office can help you identify who the administrative support staff is in your unit.

All UWG faculty will be added to the Shared Drive as Viewers. You will receive an email notification indicating that you have been added to the shared drive,and it will appear in your list of shared drives in Google Drive as "UWG eDossier Templates & Directions." When you access the shared drive, you can find a copy of the eDossier Guide which will walk you through the process of either transitioning your existing eDossier from the previous platform in Google to the new platform or creating an eDossier for the first time. To create your own eDossier from the templates in the shared drive, all you have to do is make a copy and rename it. The eDossier Guide explains how to do this.

NOTE: Google plans to discontinue the original platform in December 2021, so please make sure that you complete the transition process by that date, if you have previously created an eDossier in the Classic Google Site.

eDossier Shared Drive Contents

I. eDossier Guide-

https://sites.google.com/westga.edu/uwg-draft-edossier-directions/home

The guide includes steps for transitioning an existing eDossier from the Classic site which is closing, steps for creating an eDossier in the new Google site, and directions for adding content to the eDossier. The guide is now housed in the eDossier Shared Drive and can be edited and updated as needed.

II. Templates

Pre-Tenure / Third Year Review Template
Associate Professor Tenure / Promotion Template
Professor Promotion Template
Senior Lecturer Promotion Template
Post-Tenure Review Template

Upcoming Campus Communications and Workshops for Faculty

1. **Campus Communication to All Faculty, Monday, April 5, 2021**

Communication will go out to all faculty about the eDossier transition in the Monday newsletter. The announcement will include a link to the eDossier Guide and notification that all faculty will receive access to the eDossier Shared Drive.

After the communication in the Monday newsletter, Provost's Office Staff (Suzanne Garrett and Sonya Adams) will add all faculty to the eDossier Shared Drive as "Viewers." This can be done through the All-Faculty listserv. Faculty will be able to access the eDossier guide and will be able to copy and create eDossiers from the templates.

2. **Faculty Workshop at Innovations in Pedagogy Conference, May 18-19, 2021.**

The annual Innovations in Pedagogy Conference at UWG will include a workshop on the new eDossier platform and templates. Faculty who have questions about accessing the shared drive, creating an eDossier from one of the templates, and/or creating content are invited to attend.

3. **UWG Website Links and Information**

Links to the eDossier Guide and information on how to access the shared drive and the templates will be available on the Provost's website under "Faculty Resources." Academic units should also include information and links on their faculty resource pages.

Provost's Wesite https://www.westga.edu/administration/vpaa/faculty-resources.php

4. **Additional Training and Support after May**

Additional training and support after May will be conducted for faculty by their academic units (departments, colleges, or schools). Any additional revisions to the guide or the templates will be coordinated through the Provost's Office and the Faculty Development Committee of the Faculty Senate. Access and training for new faculty will be developed through the extended orientation for new faculty, organized through the Center for Teaching and Learning and by their respective academic units.

Institutional Background for eDossier

In fall 2018, the University of West Georgia moved to an electronic dossier format for faculty promotion and tenure processes. A committee was formed with representatives across campus to develop a uniform framework for implementation across campus. Committee members included Dianne Hoff, Lara Willox, David Lloyd, Jon Anderson, Javier Hasbun, Laura Miller, David Jenks, Amber Smallwood, Cynthia Brown, and Shelley Rogers. The committee worked with the Faculty Development Committee of the Faculty Senate which formally approved the eDossier that year. Classic Google Sites was selected for the UWG promotion and tenure eDossier.

In fall 2020, Google announced that the Classic Site would be discontinued effective December 2021. The Provost's Office identified a committee of representatives from across campus and charged the committee with developing a process to transition the university's eDossier platform from the Google Classic Site to the New Google Site. Committee members were Lara Willox, Vanessa Woodward Griffin, Anne Barnhart, Brad Prince, Suzanne Garrett, Brad Yates, Cynthia Brown, Brian Nichols, Mark Faucette,

Clint Samples, and David Newton. The committee's work was completed in coordination with the Faculty Development Committee of the Faculty Senate. The committee's work focused on three major tasks: 1) create an eDossier template in the New Google Sites that faculty could use to create and build a professional eDossier; 2) develop an instructional guide for faculty who had previously created an eDossier in the Classic Google Site and who needed to transfer their existing documentation into the New Google Site; and 3) develop an instructional guide for faculty who are creating an eDossier for the first time. The committee was not charged with exploring alternative platforms for the eDossier. Given the short time frame before Google Classic Site is discontinued, the committee's charge was to ensure that UWG faculty had access to an eDossier platform until such time that the university transitions the process to a different platform.

Features of the eDossier in the New Google Site

The eDossier template follows exactly the requirements described in the [Faculty Handbook for Tenure and Promotion](). The Faculty Handbook remains the definitive source for all policies related to Tenure and Promotion at West Georgia and should be consulted—along with any unit-specific criteria—in making determinations about Tenure and Promotion. Questions about specific requirements related to Tenure and Promotion should be directed to a faculty member's program coordinator, department chair, academic dean, or to the Provost. The eDossier simply provides an electronic format for housing all documentation related to a faculty member's professional review. Should criteria related to Tenure and Promotion change, the eDossier template will need to be updated as well.

The eDossier template for Tenure and Promotion should be used by all Tenure Track faculty. A separate eDossier template is available for Lecturers seeking promotion to Senior Lecturer. An eDossier template for Post-Tenure Review is also available for faculty to use.

Timeline and Process

The official timeline with specific dates for the tenure and promotion process is distributed every spring by the Provost's Office in advance of the next academic year. The timeline includes specific dates when dossiers are due. While deadlines for submission of dossiers for tenure and/or promotion are in the fall, faculty can access the eDossier template at any point in the academic calendar and can do so well in advance of the deadline for dossier submission. Once faculty have officially been onboarded at UWG, they can create an eDossier, even if the deadline for submission is several years ahead. The graphic below illustrates the steps in the process.
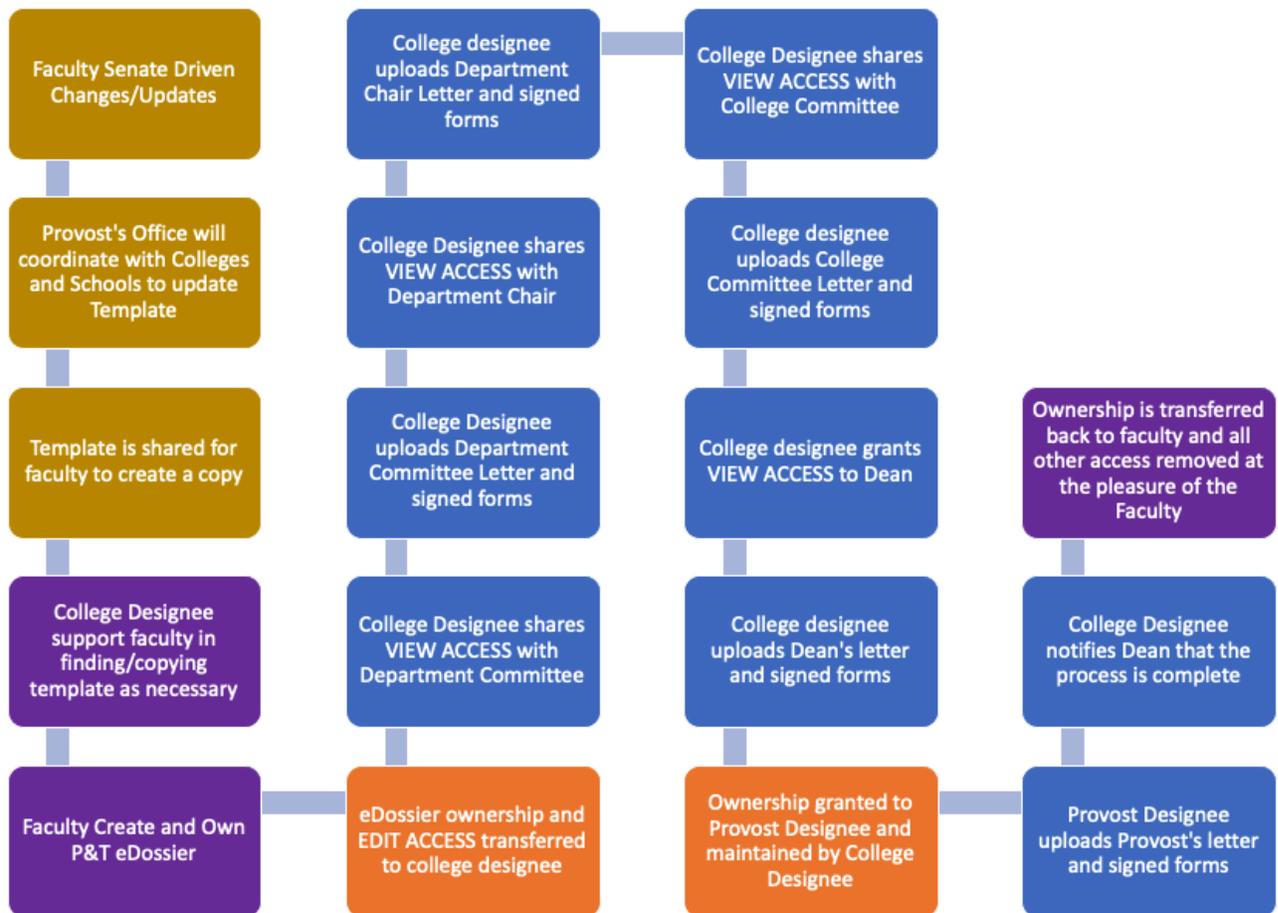
Institutional Feedback on the eDossier

Recommendations or suggestions for improving the eDossier templates or the supporting directions should be submitted to the Faculty Development Committee of the Faculty Senate or to deans of the respective academic units on campus.

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Improving Health Equity i	Research	Caramanica, Laura	TSON
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MSAT	5000
MSAT	4971
Art, History, and Phil	1184
MSAT	4984
Literacy and Spec Ed	5000
Eng, Film, Lang	5000
Eng, Film, Lang	3000
MSAT	5000
Art, History, and Phil	4760
TSON	3200
MSAT	4134
MSAT	3308
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