TENURE SYSTEM AND
RESEARCH NON-TENURE TRACK
PROMOTION AND TENURE GUIDELINES
2017-18

PART IV

INSTRUCTIONS FOR THE ELECTRONIC FILE AND
SUBMISSION OF DOSSIER FORMS

This part of the guidelines contains the instructions on how to use, complete and submit the dossier forms for Promotion and Tenure. Questions about procedures and instructions for the forms should be directed toward the Campus P&T Coordinators, Andrew Maybach or Faizan H. Abid,, in the Office of the Vice Provost for Faculty Affairs: (312)413-3470 | amayba2@uic.edu | fabid2@uic.edu.

GUIDELINES FOR PREPARING THE ELECTRONIC FILE OF THE P&T DOSSIER

The following guidelines provide a general overview of the steps needed to prepare the electronic file of the P&T Dossier. Units should send the dossier forms to the college level as an electronic, Microsoft Word 2010 file. If you don't have Word 2010, a license for this software can be purchased through the UIC's web store: http://accc.uic.edu/service/software. The instructions are divided into steps for the Unit Level and steps for the College Level. The final outcome at the unit level should be a Word file containing information entered onto the forms, along with PDFs of required external information and pages of the forms that require signatures. The College Level will be responsible for entering any information left for the Word file and then creating the final PDF of the Dossier Forms and inserting external PDFs provided by the unit into the appropriate sections. The College Level will also be responsible for the submission of the original hard copy and the electronic submission through Blackboard.

Instructions for the Unit Level:

1. Locate and download the forms from faculty.uic.edu/promotionandtenure/. Save each form with the following naming convention: Candidate's Last Name Dossier 17-18 (e.g. Jones Dossier 17-18). Forms and other P&T materials should not be downloaded and/or saved locally for distribution within the Unit or College. Each time dossier forms are needed they should be downloaded directly from the P&T webpage. This will prevent the use of outdated forms that are not supported by the Campus Level.

2. Working from the saved file of the forms, enter the required data. Do not delete, edit, or in any way manipulate the headings, page numbers or content already contained in the forms. The Word file should contain all the information that can be typed or cut and pasted from other documents. All other required information will be saved and/or scanned as a PDF. Pages already included in the forms that require signatures will be scanned and submitted along with the external information PDFs and electronic word file of the dossier forms. Once you are finished typing in all the data into the Word file you must update your table of contents.
   - Instructions to update the **"Table of Contents"** in the Word file:
     - Move cursor anywhere over the table of contents area on page 2 or 3
     - Right click the mouse to show the pop-up menu
     - Select "Update Field"
     - Select the radio button for "Update entire table"
     - Make sure you do this at the very end when you are ready, but still before, printing pages and retrieving signatures where they're required. This will update the interactive table of contents in your word file and convert over when the college creates the PDF. When a specific section or item's text is clicked it will jump directly to that location in the dossier. This is why it is important no headings, page numbers or content is deleted or edited.
     - For any external information and pages that require signatures, please send and scan those separately once complete. The college will insert the PDFs of external information and signed originals into the final converted PDF dossier. This will ensure the table of contents will be interactive for the reviewers when reviewing the electronic dossier.

3. **Scanning a document.** Pages in the electronic file that require signatures should only be printed for signatures once all the information has been entered into the complete electronic Word file and the

"Table of Contents" has been updated for the last time at the unit level. This is important because the page number of your printed pages from the forms that require signature must match the page number listed in the updated "Table of Contents". After you have completed your signatures on pages included in the electronic file of the forms, they can be scanned. If a scanner is not available to you, please contact LTS (Learning Technology Solutions) for assistance. When scanning, remember to use 150 dpi and choose grayscale picture for type of document. Choose a name for the file that accurately identifies the material and save as a PDF.

4. After you have finished creating PDFs of external information and scanning pages with signatures required, you are now ready to submit the electronic Word file of the Dossier Forms, along with PDFs of the external information (electronic and original hard copies) and scanned signature pages (electronic and original hard copies) to the college level.

Instruction for the College Level

1. To convert the Dossier Forms from a Word file to a PDF you will need the 'Acrobat' software. If you don't have Acrobat, a license for this software can be purchased through the UIC's web store, at: http://accc.uic.edu/service/software.

2. Make sure you update the Table of Contents one last time before converting from the Dossier Word doc to the PDF (Instructions in step #2 above, from Instructions for the Unit Level).

3. In your final Dossier Forms Word doc. with all pages (even ones that will be replaced with signed ones, and/or have pages inserted after should stay included) click "File" and then "Save as Adobe PDF".

4. To test if you have done the conversion correctly, click a section or item in the Table of Contents of Dossier PDF. If you have done this correctly you should jump to the section or item clicked. If you were not successful then follow instructions below or call (3-3470).

    Each of your external documents and scanned documents should be in PDF format. Follow the steps and then inserted into the PDF dossier originally converted from the Word doc Dossier Forms:

    - Open Acrobat.

    - Click: "File/Create PDF/Combine Files into a Single PDF…" and look for your scanned document files. Be sure to include everything you have scanned and saved as a PDF, TIF, JPEG or Other.

    - When you have located and clicked on all of your files, click OK and your PDF is created. This action may take a few minutes.

    - Now insert the 'external' pages that you just converted into a PDF into your Dossier PDF. Go into the Dossier PDF and click the "Insert page from another file" button in the toolbar. (Note: the button is not labeled you will have to scroll over each button to get the description. The button has a "page with green arrow on it")

    - Find your 'external' pages PDF and select it and click "Open".

    - This will prompt you to choose the location of your 'external' pages within your Dossier PDF. Since the external pages will need to be scattered through the Dossier PDF in each's respective section it's best to insert the external pages at the end of the Dossier PDF.

    - Once you have inserted any remaining external pages into your Dossier PDF you can select each external page in your left hand side "Pages" menu and drag it to where it should be located. For example an external page of 7 should be dragged and placed after page 7.

- This should only be done if your Table of Contents is not interactive (see #2) in the converted PDF. Because your PDF contains a variety of external documents, Bookmarks should be created to help clearly identify the material. Open the Bookmarks menu by clicking on Bookmarks tab. Find the icon, Create New Bookmark, and type in a name for the material that will be contained in that section. For example, Teaching Evaluations, External Reviews, Collaborators. Organize your PDF files under the appropriate bookmark by first selecting the bookmark where you want a file to fall under, scroll down to the correct letter and click on letter so page # at bottom reflects correct page. Use Options drop-down menu "set destination". Your bookmark will now go directly to the appropriate document. Scroll back up to the top of the document and see that the bookmark is connected to the page that you want. If you connected to the wrong page, highlight it again, scroll to the desired page and "set bookmark destination" again. You can easily reset the page that it connects to. Lastly, if you don't want a bookmark, highlight it and drag it up to the garbage can icon. This deletes it. If you want to rename the bookmark, right click on it with your mouse and select rename.

5. Once the final functioning Dossier PDF is created, make sure to activate "Text Recognition" for the file so the content can be searchable through (Ctrl+F) function. You will find the text recognition option in "Tools"

6. Because of the quick turnaround time needed, the final electronic copy of the dossier should be submitted in one PDF file that represents the original papers. These PDF versions must be uploaded to Blackboard into the P&T course page, and should be organized as one separate file for each candidate with the following naming convention: 'Candidate's Last Name' Dossier 16-17 (e.g. Jones Dossier 16-17).

  - Upload to Blackboard: Please follow the directions below to upload Promotion and Tenure items to Blackboard:

    1. Log into blackboard (https://uic.blackboard.com/)
    2. Click on the course titled Promotion and Tenure 2017-18
    3. Click on "P&T Files" in the upper menu on the left side of the page
    4. Click on the link for your specific College
    5. Click on the name of the appropriate case
    6. Click on Upload File to display Add file page
    7. Click on Browse or Choose file
    8. Locate and select file within displayed window
    9. Click on Submit to upload file
    10. Select Logout to exit Blackboard

**The preparer's and coordinator's checklists must be submitted with each dossier. Each candidate's information must be in a separate folder in a single file containing a complete set of the forms.