

## COE Mid-Tenure e-Dossier Instructions 2022-2023

Mid-tenure e-dossiers are to be uploaded by applicants in OneDrive **by January 27, 2023, 12:00 pm (noon)**.

### Accessing the OneDrive folders:

1. The dean's administrative assistant will e-mail candidates the link to the OneDrive e-dossier on **November 29, 2022**.
2. Click on the provided link.
3. Log in with your uid and password (same as you do for email).
4. Applicants will have access to their own folders.
5. Department T & P committee members will have access to all folders for their department starting **January 27, 2023**.
6. Department Chairs will have access to all folders for their department starting **February 17, 2023, 12:00 pm**.
7. To make accessing the folders easier in the future, create a bookmark by clicking on 'Bookmarks' in the gray bar near the top of the screen.
8. For questions, contact Dr. Zanskas, Associate Dean, [szanskas@memphis.edu](mailto:szanskas@memphis.edu).

### The Review Process

1. The applicant uploads the appropriate documents to the applicant folder in OneDrive. The applicant will be granted access to the folder **November 29, 2022– January 27, 2023, 12:00 pm (noon)**. Individuals will be sent an email from the Dean's administrative assistant notifying them that their folders have been created.  
**\*Be sure to use the numbering system when saving documents.**  
[memphis.edu/aa/resources/tenurepromotion/docs/instructions-for-edossier.pdf](http://memphis.edu/aa/resources/tenurepromotion/docs/instructions-for-edossier.pdf).  
 This will make the documents appear in the correct order.
2. The department T&P committee will be granted access to the applicant's e-dossier in OneDrive to review the applicant's documents **January 27, 2023, 12:00 pm (noon)**.
3. The department T&P committee chair uploads 5.3 Mid-Tenure Evaluation Statement by Department by **February 17, 2023, 12:00 pm (noon)**.  
**\*Be sure to use the numbering system when saving documents.** This will make the documents appear in the correct order.  
[memphis.edu/aa/resources/tenurepromotion/docs/instructions-for-edossier.pdf](http://memphis.edu/aa/resources/tenurepromotion/docs/instructions-for-edossier.pdf)
4. The Department Chair will be granted access to the applicant's dossier in OneDrive to review the applicant's documents **February 17, 2023, 12:00 pm (noon)**.
5. The Department Chair reviews the materials and uploads 5.4 Mid-Tenure Evaluation Statement by Chair by **March 13, 2023, 12:00 pm (noon)**.  
**\*Be sure to use the numbering system when saving documents. This will make the documents appear in the correct order.**
6. The Department Chair meets face-to-face or via Zoom with the applicant to discuss the dossier the week of **March 13-17, 2023**.
7. The Department Chair notifies the Dean and Dean's administrative assistant via email

that the department has completed the process, including the meeting.

8. The Dean's administrative assistant contacts the applicant and schedules the Dean's meeting with the applicant.
9. The Dean meets with the applicant face-to-face or via Zoom during the week of **March 20-24, 2023.**
10. Process is to be completed by the **March 31, 2023.**