COE Mid-Tenure e-Dossier Instructions 2021-2022

Mid-tenure e-dossiers are to be uploaded by applicants in OneDrive by January 14, 2022, 12:00 pm (noon).

Accessing the OneDrive folders:

1. The dean's administrative assistant will e-mail a link to the OneDrive e-dossier.
2. Click on the provided link.
3. Log in with your uuid 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 14, 2022.
6. Department Chairs will have access to all folders for their department starting February 4, 2022, 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.

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 8, 2021 – January 14, 2022, 12:00 pm (noon). Individuals will be sent an email from the Dean’s administrative assistant notifying them that their folders have been created and they have access to the OneDrive e-dossier.

   *Be sure to use the numbering system when saving documents. 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 14, 2022, 12:00 pm (noon).

3. The department T&P committee chair uploads 5.3 Mid-Tenure Evaluation Statement by Department by February 4, 2022, 12:00 pm (noon).

   *Be sure to use the numbering system when saving documents. This will make the documents appear in the correct order.

4. The Department Chair will be granted access to the applicant’s dossier in OneDrive to review the applicant’s documents February 4, 2022, 12:00 pm (noon).

5. The Department Chair reviews the materials and uploads 5.4 Mid-Tenure Evaluation Statement by Chair by February 25, 2022 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 February 28 - March 4, 2022.

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 14-18, 2022.
10. Process is to be completed by the end of March 2022.