

## COE Mid-Tenure e-Dossier Instructions 2023-2024

Mid-tenure e-dossiers are to be uploaded by applicants in OneDrive **by January 12, 2024, 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 6, 2023**.
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 12, 2024**.
6. Department Chairs will have access to all folders for their department starting **February 2, 2024, 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 6, 2023– January 12, 2024, 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.**  
<https://www.memphis.edu/aa/forms/dossier-instructions.php> 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 12, 2024, 12:00 pm (noon)**.
3. The department T&P committee chair uploads 5.3 Mid-Tenure Evaluation Statement by Department by **February 2, 2024, 12:00 pm (noon)**.  
**\*Be sure to use the numbering system when saving documents. This will make the documents appear in the correct order**  
<https://www.memphis.edu/aa/forms/dossier-instructions.php>
4. The Department Chair will be granted access to the applicant's dossier in OneDrive to review the applicant's documents **February 2, 2024, 12:00 pm (noon)**.
5. The Department Chair reviews the materials and uploads 5.4 Mid-Tenure Evaluation Statement by Chair by **February 23, 2024, 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 in-person via Zoom with the applicant to discuss the e-dossier and feedback provided the week of **February 26 - March 1, 2024**.
7. The Department Chair notifies the Dean and Dean's administrative assistant via email

that the department has completed the process, including the meeting with the Dept Chair.

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 in-person or via Zoom during the week of **March 11-15, 2024.**
10. Process is to be completed by the **end of March 2024.**