ELECTRONIC P&T PROCESS UPDATE
7/12/2020

Some information about the P&T process for this coming Fall (i.e., for people who are applying for promotion and/or tenure).
This year we will pilot the electronic workflow for the P&T process – the workflow:
1. enables the electronic submission of all the materials composing the portfolio
2. routes the portfolio through the various review steps
3. allows the various review steps to submit votes and recommendations
4. allows the candidate to review the recommendations as they are produced, add rebuttals and withdraw from the process.

In order to be able to use the system
1. we need to have knowledge of who is applying for promotion and/or tenure
2. we need the exact composition of the committees

We have collected these pieces of information last week – all the data are still in the shared spreadsheet. Note that any missing piece of information (e.g., missing names of applicants) will prevent the applicant from successfully submitting the application.
As such
a. please DO NOT compile the usual printed binders for the CORE document – you should still assemble if you wish a printed binder for the supplemental materials (or collect it electronically)
b. The candidate should assemble all the components of the portfolio electronically. Note that, to the best of my understanding, we will be able to use a single Digital Measures report of activities for the entire period under consideration (instead of using the individual annual reports as we did in the past).
c. As soon as we schedule the workflow (I intend to do it on 8/1), the candidate will be able to start uploading the components of the portfolio in the workflow system
d. Department heads will have the responsibility of uploading the materials concerning the external reviewers (as the second step in the workflow)

We will schedule a training session for applicants as soon as we schedule the workflow. Once again, please ensure that the online spreadsheet contains the correct information in terms of applicants and committees.

Enrico