

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

Contents

1. Overview	1
2. Getting ready to create your digital Renewal file	3
3. Deadlines preceding submission of your digital Renewal File	4
4. Creating your digital Renewal File	5
5. Adding material to the folders.....	7
6. Making your file available to the DEC/CFEC	11
7. Adding the DEC/CFEC evaluation to your file	13
8. Special Instructions for Counselors	14
9. Making your file available to the Spokesperson [<i>Librarians</i>]	14
10. Adding the Spokesperson evaluation to your file.....	15
11. Making your file available to the appropriate Director	15
4. Adding the appropriate Director’s review to your file.....	16
5. Making your file available to the Provost or appropriate VP.....	16
6. Adding the Provost/appropriate VP’s written evaluation/recommendation to your file	17
Appendix 1: Calendar for the Renewal process.....	19
Appendix 2: Adding files, links, and audiovisual media to your file	20
Appendix 3: Instructions for DEC/CFEC members	24
Appendix 4: Instructions for Spokespersons [<i>Librarians</i>]	28
Appendix 5: Instructions for Directors.....	32
Appendix 6: Instructions for the Provost/appropriate VP	36

1. Overview

This document describes the steps to create and review a digital Renewal file for candidates in the first year renewal process. This process is described in *Renewal Document - August 2019* located on the [Faculty Senate Documents page](#). That document is the single reference for all parties in the assessment process.

The digital file is implemented using the familiar Blackboard/Learn9 software that supports Southern’s teaching and learning. In place of tabbed binders, you’ll place copies of your materials in folders located in a Blackboard/Learn9 area whose access you control. As with the conventional binders, you are the only person who can add documents to these folders. You also grant read-only access to these folders as the Renewal process is conducted.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide

Version 1.0: August 19, 2019

The *Renewal Document - August 2019* document has two parts. The first part describes roles and responsibilities in the process, while the second part is a calendar specifying deadlines for actions during the assessment process. This guide uses material from both sections, arranged so that all material applicable to a particular deadline is in one place. Quotations from the document will appear in italics within a text box.

There is a single document specifying the steps in the Renewal Process for teaching faculty, librarians, and counselors. The categories of evaluation are the same regardless of the candidate's designation. However, there are different evaluators based on the candidate's designation. The following table lists the evaluators for each candidate designation:

Counselors	Librarians	Teaching Faculty
CFEC	DEC	DEC
<no equivalent>	Spokesperson	Department Chair
Director of Counseling Services	Library Director	Dean
VP of Student Affairs	Provost	Provost

Where necessary in this guide, these changes will be indicated by the notation [*Counselors*] or [*Librarians*].

This process is being conducted by the Faculty Senate and the Office of Academic Affairs. The Senate is committed to improving this process the following Senators and staff will support you:

- Deborah Weiss, Senate President (weissd1@southernct.edu)
- David Pettigrew, Chair: Promotion and Tenure Committee (pettigrewd1@southernct.edu)
- Walter Stutzman, Senate Technology Committee (stutzmanw1@southernct.edu)
- Karen Musmanno, Systems Manager for Blackboard/Learn9 (musmannok1@southernct.edu)

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

2. Getting ready to create your digital Renewal file

These excerpts from the *Renewal Document* outline the material you need to place in your file. A complete description of the file contents is located in Sections II and II.B of the *Renewal Document*.

II.B. Criterion

1. Introduction

The fundamental quality to be considered by all who evaluate a candidate shall be academic excellence, as defined by a process of shared governance. Only the categories outlined shall be used to this end and, for all teaching faculty, weighted in the order as described in Part II.B.2 of this document. For non-teaching faculty, see the Collective Bargaining Agreement for categories and weights of evaluation.

II.B

2. Categories of evaluation

- a. Professional Competence/ Teaching Load.**
- b. Creative Activity.**
- c. Productive Service to the Candidate's Department and University.**
- d. Professional [Attendance and] Participation.**
- e. Years in Rank**
- f. Record of any Disciplinary Action in the member's file in the time of evaluation.**

- **At the outset you'll need the following email addresses**
 1. The members of your Department's DEC [*Librarians*] or the CFEC [*Counselors*].
 2. Your Department Spokesperson [*Librarians*]
 3. The Library Director [*Librarians*] or the Director of Counseling Services [*Counselors*]
 4. The Provost [*Librarians*] or VP of Student Affairs [*Counselors*]
- It is important to understand a major change in the Renewal process. With a paper-based file, you would deliver a binder to the DEC/CFEC. Once the DEC/CFEC delivers its evaluation to you, it is the responsibility of the DEC/CFEC to deliver the physical file to the department Chairperson. With digital files, you (as the sole owner of the file) are responsible for making the file available to the department Chairperson.

The same action is required at each successive step in the review process. The reviewer (Chair, Dean) sends you the evaluation. You add the evaluation (and the optional response document) to your file and then make this file available to the next person(s) in the review process.

You are responsible for meeting the deadlines specified in the Renewal calendar. To help you with this obligation

First Year Renewal for Counselors and Librarians Using a Digital File A Step-by-Step Guide

Version 1.0: August 19, 2019

- Each step in this process lists the associated deadline dates;
- Two dates are specified for each step. The first date applies to candidates whose appointment began at the start of the academic year. The second date (in brackets) applies to first-year appointees who started in January.
- The calendar from *Renewal* document, which shows all dates, is in Appendix 1;
- One (1) week prior to a deadline, you will receive an email reminding you of the upcoming deadline.
- **Please ensure that your browser is compatible with Blackboard/Learn9.** The first page you will see when opening Blackboard/Learn9 has a section entitled *Browser Compatibility* located at the bottom right of the page.
- **All of your documents must be in PDF format.** This format makes them readable regardless of the reviewer's computer type or choice of word processing package. This can be as simple as saving a Word document in PDF format (instructions can be found here: <https://support.office.com/en-us/article/save-or-convert-to-pdf-or-xps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110>). If you have only paper copies, you'll need to scan them. We recommend that you use one of the copiers that supports scan-and-email.

The filename of a document should reflect its contents: Student_work_example1-MUS110-S17; Student_opinion_survey-F16_ECO100, etc.

3. Deadlines preceding submission of your digital Renewal File

These are actions that will occur before you submit your digital file. None of them requires addition of material to your digital file.

November 15 [September 4] The Department Chairperson shall notify the DEC/CFEC in writing of second year or later renewal evaluations to be conducted. The DEC/CFEC receives and reviews records and notifies member who must be evaluated.

4. Creating your digital Renewal File

December 4 [September 12] The DEC/CFEC Chairperson shall inform in writing each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials and (3) the opportunity to appear personally before the DEC/CFEC prior to the making of its recommendation.

Members to be evaluated shall expeditiously meet with Office of Human Resources for the purpose of examining his/her personnel file.

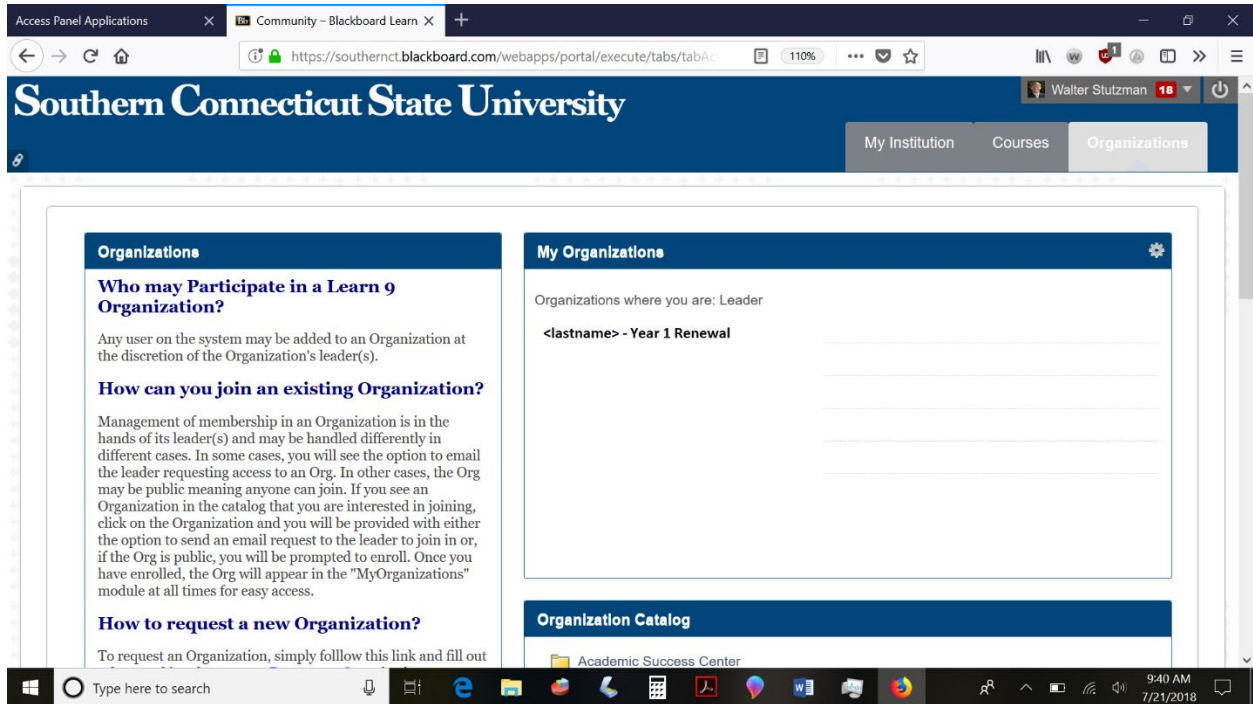
This section describes each folder in your digital file along with suggestions about adding materials. There are annotated screen captures showing each step in the creation process.

Your portfolio is implemented as a Blackboard/Learn9 *organization*. This organization contains *folders* for the materials you'll submit. As mentioned earlier, you are the only person who can add or delete material. As your assessment proceeds, you will enable read-only access to your digital file for the assessors.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019












Find your digital file template in the following way:

1. Log in to Blackboard/Learn9 via *login.southernct.edu*. Click on the *Organizations* tab in the upper right. In *My Organizations*, look for the heading *Lastname – Year 2 or later Renewal* (your last name will automatically appear on your private organization)



2. Clicking on your *...Renewal* organization will open the top-level collection of folders. **These top-level folders must remain part of your file.** Some of these folders contain subfolders that you may wish to rename or delete so as to best represent the quality of your activity in those categories of evaluation.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

	<u>Instructions and Guidelines</u>
	<u>Table of Contents (Optional)</u>
	<u>Required Documents</u>
	<u>Candidate Information Form (CIF) or CV (or both) as recommended by your Department</u>
	<u>Statement of Years in Rank (optional)</u>
	<u>Letters of Evaluation/Recommendation</u>
	<u>Credit Load</u>
	<u>Creative Activity</u>
	<u>Service</u>
	<u>Professional Attendance and Participation</u>
	<u>Record of any Disciplinary Action in the member's personnel file at the time of the evaluation</u>

5. Adding material to the folders

This section describes each folder with suggestions about how to add material. See Appendix 1 *Adding files and links* if you need information about performing these actions.

Instructions and Guidelines

This folder has relevant documents, including the AAUP contract.


First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

Table of Contents (optional)

You may omit this folder if you choose.

Required Documents

This folder has one (1) subfolder

 <u>A copy of the Original Letter of Appointment and Any Subsequent Modifications</u>
--

Candidate information Form (CIF) or CV (or both) as recommended by your Department







Statement of Years in Rank (optional)

Letters of Evaluation/Recommendation

This folder will contain the required evaluation letters and any responses you may write. The procedure for adding material appears in later sections of this document.

Credit Load








This folder has six (6) subfolders:

 <u>Statement on Teaching Philosophy (optional)</u>
 <u>Course Syllabi</u>
 <u>Samples of Assignments (optional)</u>
 <u>Samples of Student Work (optional)</u>
 <u>Student Opinion Surveys (Summary Sheets and Bubble Sheets with Student Comments and or an Alternative Instrument Approved by your Department)</u>
 <u>Other Documentation</u>

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

Creative Activity

This folder has seven (7) subfolders:

	<u>Statement on Creative Activity (optional)</u>
	<u>Books</u>
	<u>Articles</u>
	<u>Book Chapters</u>
	<u>Lectures</u>
	<u>Exhibitions</u>
	<u>Other Creative Activity</u>

Books: For each book, we recommend that you create a document containing a copy of

1. The title page.
2. The table of contents.
3. One chapter.

You may also place a copy on reserve in Buley Library.

Articles: We recommend uploading a scanned pdf copy of the article in your digital file. In place of a scanned copy of an article, you may also use a weblink. N.B. Be sure to use the entire URL (i.e. *http....*) when creating the link. The safest method is to open the URL and then copy the URL from the browser address bar into the *Create Web Link* box (full instructions can be found in Appendix 2)

Other creative activity: Please use Kaltura media for audio-visual uploads. This enables the reader to have easy access to your material within Blackboard/Learn9. (Instructions for using Kaltura can be found under Appendix 2).

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide

Version 1.0: August 19, 2019

Please note that we have provided folders representing various types of creative activity. However, feel free to customize your file by renaming or deleting any of these folders.

Service

This folder has four (4) subfolders:



Statement on Service (optional)



Documentation of Service to the Department



Documentation of Service to the School/College



Documentation of Service to the University

Professional Attendance and Participation

This folder has five (5) subfolders:



Statement on Professional Attendance and Participation (optional)



Documentation of Attendance at Professional Meetings



Documentation of Membership in Professional Organizations



Documentation of Leadership Positions in Professional Organizations



Documentation of Service to the Field as a Reviewer, Referee, Conference Organizer, or External Evaluator

Record of Any Disciplinary Action in the Member's File at the time of Evaluation

See Article 4.11.9.6 of the Collective Bargaining Agreement.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

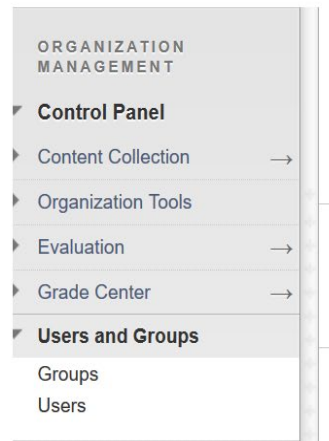
6. Making your file available to the DEC/CFEC

Applicable deadline

January 21 [September 20] Candidates shall submit their renewal file to the DEC/CFEC.

Here are the instructions for adding reviewers:

1. In your Renewal digital file organization, add the members of the DEC as participants. This panel is on the left side of the screen. Click *Users and Groups*



1. You'll see a list with your username listed as the Leader of the Organization. Click on *Find Users to Enroll* (don't use the Search function)



First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide

Version 1.0: August 19, 2019

- In the enrollment box, add the email address of the first DEC member and click *Submit*. (Note: keep the role as “Participant” for read-only access).

Add Enrollments: SECONDRENEWAL

Users that have an existing account in the system can be enrolled in the organization. Click **Browse** to search for users. Only users that are not already enrolled in the Organization will be identified in a search for users. [View Help](#)

* Indicates a required field.

ENROLL USERS

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

* Username

Role

Enrollment Availability Yes No

Click **Submit** to proceed.

- The first DEC member will appear in the list.

 pettigrewd1@southernct.edu	David	Pettigrew	pettigrewd1@southernct.edu	Participant
--	-------	-----------	----------------------------	-------------

- Repeat the addition process for the remaining DEC members.

At this point, you have made your digital file available to the DEC.

7. Adding the DEC/CFEC evaluation to your file

Applicable deadline

January 27 [September 30] The DEC/CFEC shall transmit its written recommendations to the Office of Human Resources and to the candidate with supporting reasons, who shall be allowed to append comments within four days

When you receive the DEC/CFEC evaluation:

1. Place a PDF copy of the DEC evaluation in the *DEC/CFEC Letter of Evaluation* subfolder in the *Letters of Evaluation/Review* folder
2. If you choose to append comments to this evaluation, do so by creating a Word document (saved as a PDF file) name *DEC/CFEC evaluation response/rebuttal/comments*. Place this document in the *DEC/CFEC Letter of Evaluation* subfolder in the *Letters of Evaluation/Review* folder.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

8. Special Instructions for Counselors

Since there is no review level for Counselors that corresponds to the Librarian Spokesperson, Counselors should proceed to Step 11: “*Making your file available to the appropriate Director.*” Please observe the date specified in the calendar in Appendix 1.

9. Making your file available to the Spokesperson [*Librarians*]

Applicable deadline

January 31 [October 4] The DEC/CFEC shall transmit its written recommendations with supporting reasons to the Department Chairperson, together with all materials submitted to and considered by it subject to Article 4.11.10 of the Collective Bargaining Agreement.

In your portfolio organization,

1. Remove the members of the DEC/ as participants. Click *Users and Groups* in the *Organization Management Panel*. Click the *Remove Users from Organization* box for each DEC member.

Username	First Name	Last Name	Email	Role	Observer	Available
<input checked="" type="checkbox"/> archambaula3@southernct.edu	Amber	Archambault	archambaula3@southernct.edu	Participant		Yes
<input type="checkbox"/> bassa1@southernct.edu	Allison	Bass	bassa1@southernct.edu	Participant		Yes

2. Click *OK* in the “This action is final and cannot be undone. Delete users?” popup.
3. Your username should be the only entry in the list, listed in the *Leader* role.
4. Add the Spokesperson as a participant. [Same procedure that you used for adding the DEC as participants].
5. No further action is required by the DEC: the transmission of the documents is accomplished by the change of participants.

10. Adding the Spokesperson evaluation to your file

Applicable deadline

February 3 [October 11] The Department Chairperson shall transmit his/her written recommendations to the Office of Human Resources and to the candidate with supporting reasons, who shall be allowed to append comments within four days.

When you receive the Spokesperson's evaluation:

1. Place a PDF copy of the Spokesperson's evaluation in the *Spokesperson's Letter of Evaluation/Recommendation* subfolder in the *Letters of Evaluation/Recommendation* folder
2. If you choose to append comments to this evaluation, do so by creating a Word document (saved as a PDF file) name *Spokesperson evaluation/recommendation comments*. Place this document in the *Spokesperson's Letter of Evaluation/Recommendation* subfolder in the *Letters of Evaluation/Recommendation* folder

11. Making your file available to the appropriate Director

Applicable deadline

February 7 [October 15] The Department Chairperson shall transmit his/her recommendations with supporting reasons to the Office of Human Resources and to the appropriate Dean/Director together with all materials submitted to and considered by him/her subject to Article 4.11.11 of the Collective Bargaining Agreement.

In your portfolio organization,

1. *[Librarians]* Remove the Spokesperson as a participant [Same procedure that you used for removing the DEC/CFEC as participants]
2. Add the Library Director *[Librarians]* or Director of Counseling Services *[Counselors]* as a participant. [Same procedure that you used for adding the DEC/CFEC as participants].
3. No further action is required by the Spokesperson *[Librarians]*: the transmission of the documents is accomplished by the change of participants.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

4. Adding the appropriate Director's review to your file

Applicable deadline

February 13 [October 21] The Dean/Director shall review and consider all of the material submitted and make a recommendation with supporting reasons. The recommendation shall be submitted to the Office of Human Resources and to the candidate, who shall be allowed to append comments within four days

When you receive the Director's review:

1. Place a PDF copy of the Director's review in the *Director's Written Evaluation/Recommendation* subfolder in the *Letters of Evaluation/Recommendation* folder
2. If you choose to append comments to this evaluation, do so by creating a Word document (saved as a PDF file) named *Director review comments*. Place this document in the *Director's Written Evaluation/Recommendation* subfolder in the *Letters of Evaluation/Recommendation* folder

5. Making your file available to the Provost or appropriate VP

Applicable deadline

February 19 [October 25] The Dean/Director shall transmit his/her recommendations with supporting reasons to the Provost/appropriate Vice President, subject to Article 4.11.12 of the Collective Bargaining Agreement.

In your portfolio organization,

1. Remove the Director as a participant [Same procedure that you used for removing the DEC as participants]
2. Add the Provost [*Librarians*] or VP of Student Affairs [*Counselors*] as a participant. [Same procedure that you used for adding the DEC as participants]. By agreement of all parties, the responsibility for processing all assessment files requires the involvement the Administrative Assistant for Academic Affairs. In this case alone, please add Linda Robinson (CSU Administrative Assistant) as a participant (robinsonl4@southernct.edu).
3. No further action is required by the Director: the transmission of the documents is accomplished by the change of participants.

6. Adding the Provost/appropriate VP's written
evaluation/recommendation to your file

Applicable deadline

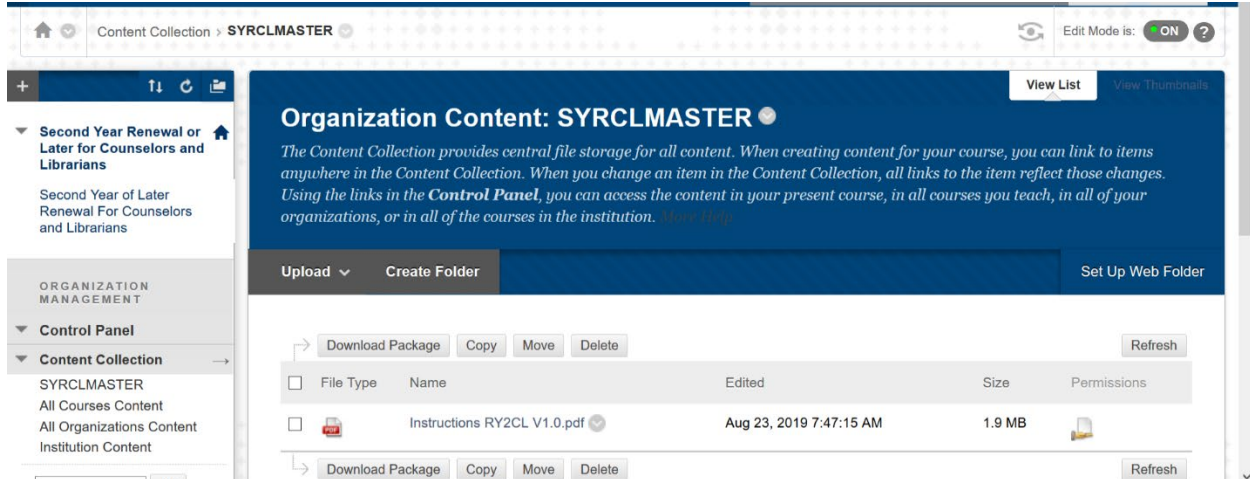
***February 28 [November 1] Provost/appropriate Vice President
informs candidate of recommendation.***

When you receive the Provost's VP's review

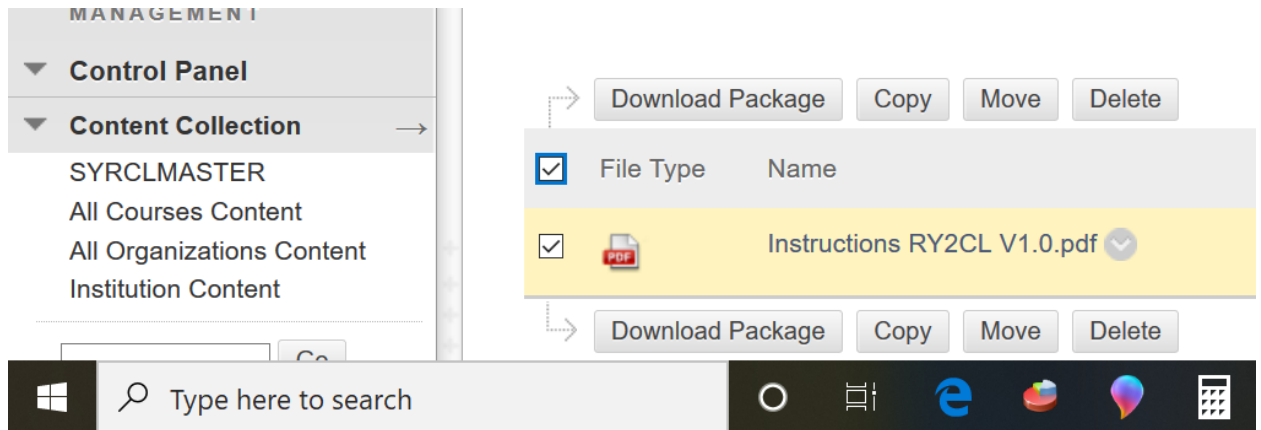
1. Place a PDF copy of the Provost's/appropriate VP's evaluation/recommendation in the *Provost's or appropriate Vice President's Letter of Evaluation/Recommendation* subfolder in the *Letters of Evaluation/Recommendation* folder.
2. Remove the Provost/appropriate VP as a participant. You now have sole access to your Renewal File.

First Year Renewal for Counselors and Librarians Using a Digital File A Step-by-Step Guide Version 1.0: August 19, 2019

We recommend that you archive the contents of your organization to OneDrive or other storage media. Do not rely on the integrity of your desktop or laptop system as an archive device. Click on the “Content Collection” link from the tool list on the left-hand side and then click your organization (first item in list)



1. Place a checkmark in the box at the top of the window to select all.



2. Click the “Download Package” button and you will be prompted to save the download as a zipped file to your computer.

Once the download has completed, you can unzip the contents and upload as you normally would to OneDrive.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

Appendix 1: Calendar for the Renewal process

Dates for first year appointees starting in January are in brackets.

The due dates in this calendar reflect changes made pursuant to the Collective Bargaining Agreement when stated dates fell on weekends or holidays.

Nov. 15
[Sept. 4] The Department Chairperson shall notify the DEC/CFEC in writing of first year renewal evaluations to be conducted. The DEC/CFEC receives and reviews records and notifies candidates who must be evaluated.

Dec. 4
[Sept. 12] The DEC/CFEC Chairperson shall inform in writing each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials and (3) the opportunity to appear personally before the DEC/CFEC prior to the making of its recommendation.

Members to be evaluated shall expeditiously meet with Office of Human Resources for the purpose of examining his/her personnel file.

Jan. 21
[Sept. 20] Candidates shall submit their renewal file to DEC/CFEC.

Jan. 27
[Sept. 30] The DEC/CFEC shall transmit its written recommendations to the Office of Human Resources and to the candidate with supporting reasons, who shall be allowed to append comments within four days.

Jan. 31
[Oct. 4] The DEC/CFEC shall transmit its written recommendations with supporting reasons to the Department Chairperson, together with all materials submitted to and considered by it subject to Article 4.11.10 of the Collective Bargaining Agreement.

Feb. 3
[Oct. 11] The Department Chairperson shall transmit his/her written recommendations to the Office of Human Resources and to the candidate with supporting reasons, who shall be allowed to append comments within four days.

Feb. 7
[Oct. 15] The Department Chairperson shall transmit his/her recommendations with supporting reasons]to the Office of Human Resources and to the appropriate Dean/Director together with all materials submitted to and considered by the Department Chairperson, subject to Article 4.11.11 of the Collective Bargaining Agreement.

Feb. 13
[Oct. 21] The Dean/Director shall review and consider all of the material submitted and make a recommendation with supporting reasons. The recommendation shall be submitted to the Office of Human Resources and to the candidate, who shall be allowed to append comments within four days.

Feb. 19
[Oct. 25] The Dean/Director shall transmit his/her recommendations with supporting reasons to the Provost/appropriate Vice President, subject to Article 4.11.12 of the Collective Bargaining Agreement.

Feb. 28
[Nov. 1] Provost/appropriate Vice President informs candidate of recommendation.

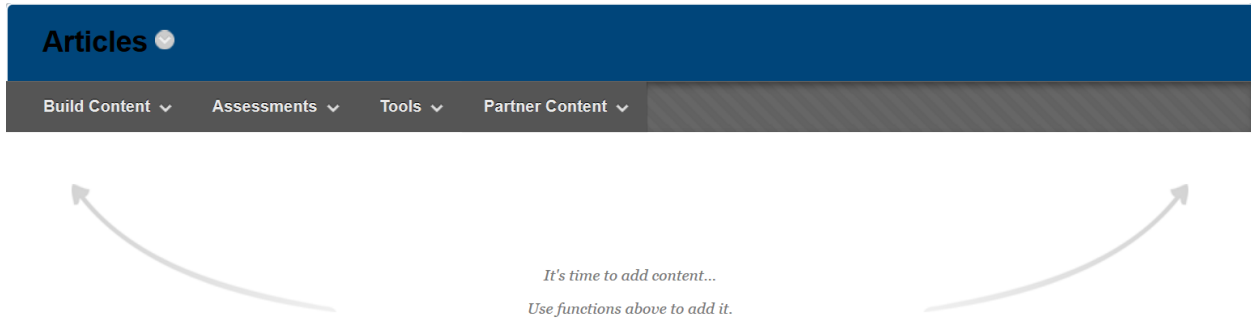
***Important note:** Faculty members pending work authorization extensions, need to follow the First Year Renewal Calendar.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

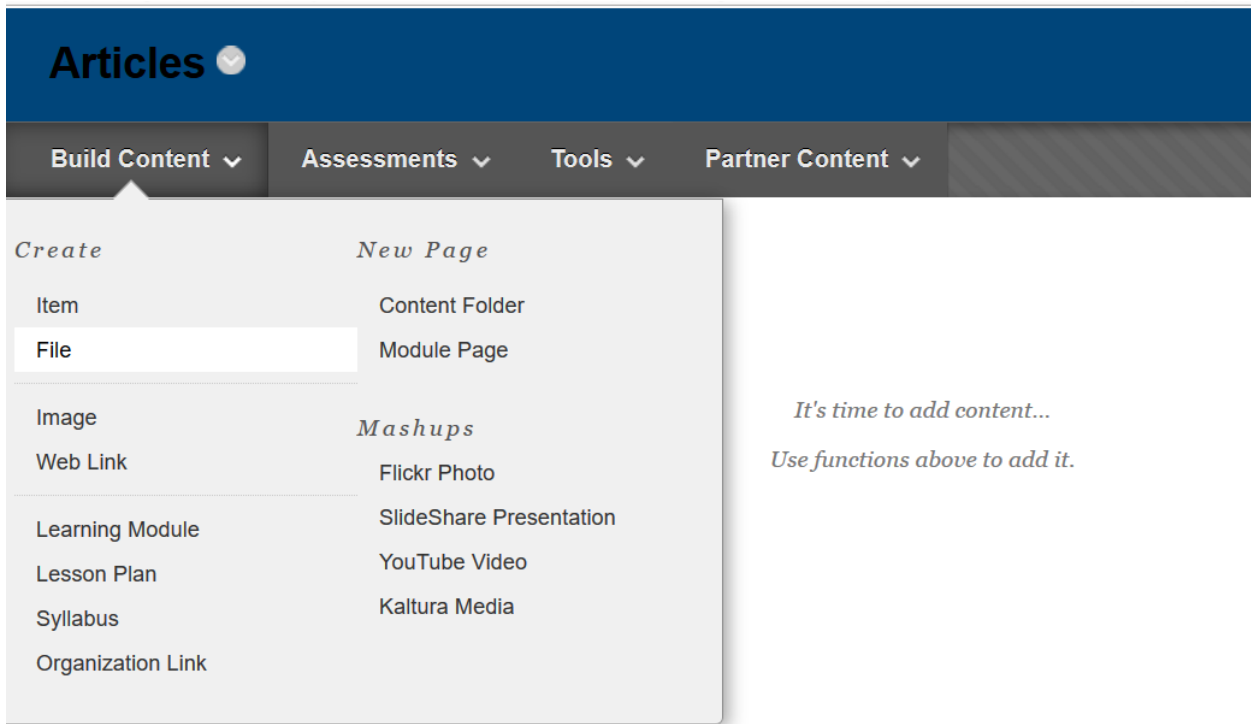
Appendix 2: Adding files, links, and audiovisual media to your file

Adding a file

1. Click on the folder, which will be empty.



2. Clicking on the *Build Content* tab will offer you a list of options:



First Year Renewal for Counselors and Librarians Using a Digital File A Step-by-Step Guide

Version 1.0: August 19, 2019

3. Clicking *File* allows you to specify the file and an identifying title. You may also supply a description that will appear under the filename in the folder. Be sure to click *Open in New Window* to simplify the reading process by the assessors. Click *Submit* when you're done.

Create File

* Indicates a required field.

SELECT FILE

* Name	<input type="text" value="Sample article"/>
Color of Name	<input type="color" value="Black"/>
* Find File	<input type="button" value="Browse My Computer"/> <input type="button" value="Browse Content Collection"/>
Selected File	File Name: We're living in an age of inequality. Music struggles to reflect it.pdf File Type: PDF <input type="button" value="Select a Different File"/>

FILE OPTIONS

Open in New Window Yes No

Adding a link

Creating a web link is similar to creating a file link. N.B. Be sure to use the entire URL (i.e. *http....*) when creating the link. The safest method is to open the URL and then copy the URL from the browser address bar into the Link Create box.

Create Web Link

* Indicates a required field.

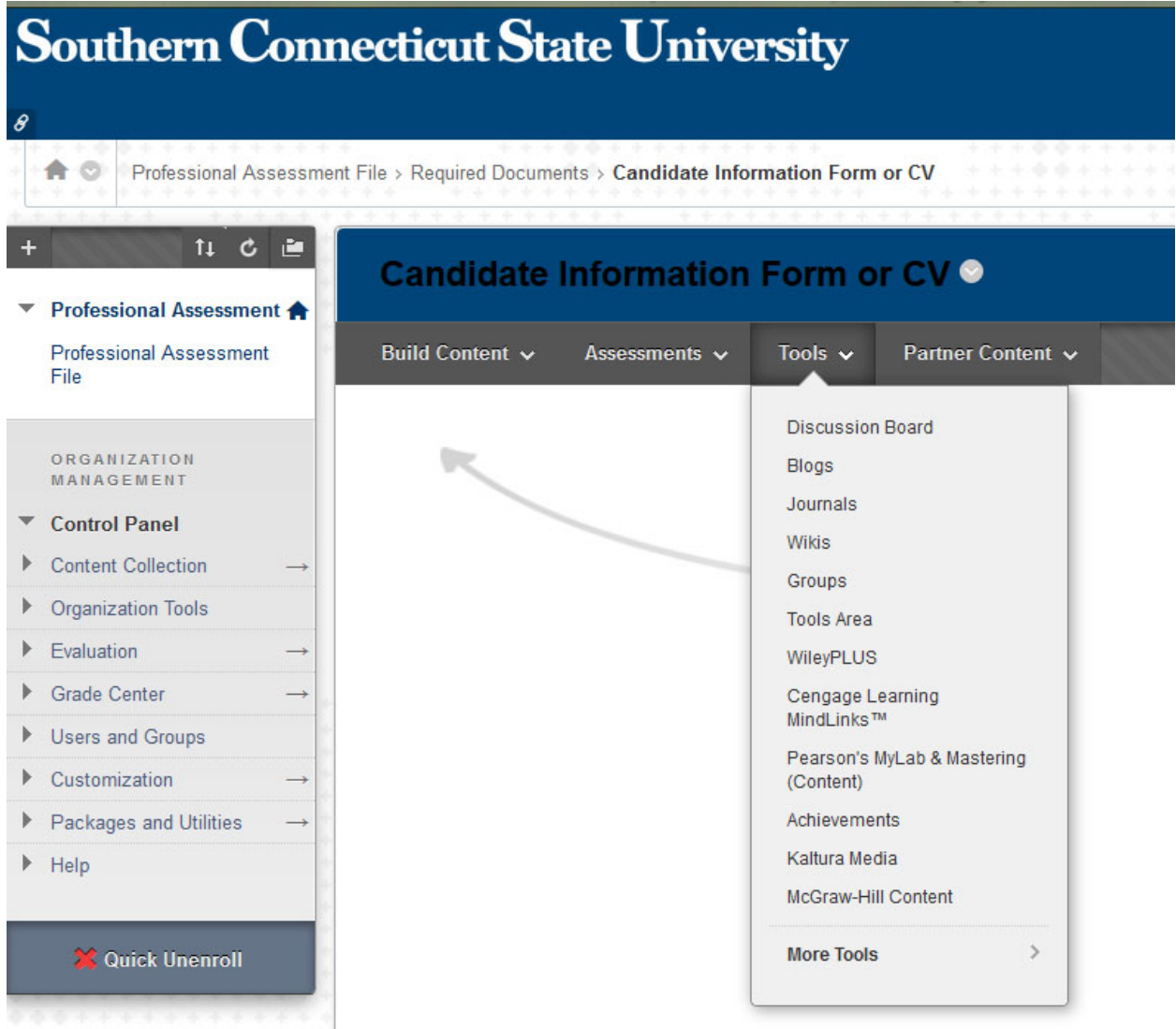
WEB LINK INFORMATION

* Name	<input type="text" value="Sample link"/>
* URL	<input type="text" value="https://www.vox.com/culture/2018/7/30/1756"/>

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

Adding audiovisual media

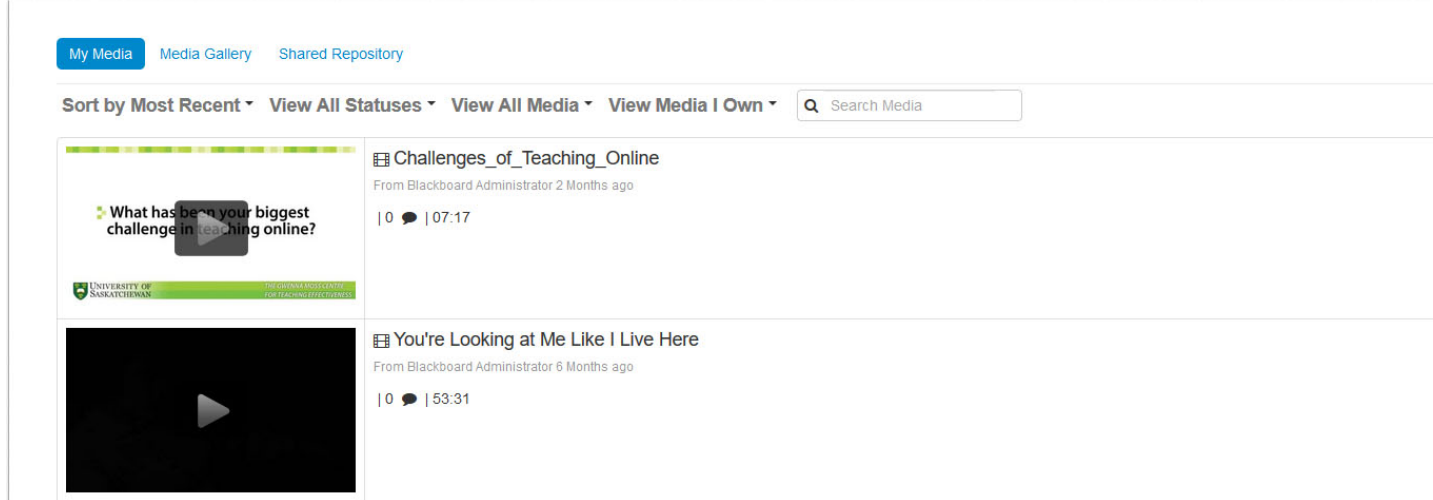
- Inside the Renewal Organization, go to the folder you want the media to appear in.
- Click the Tools pulldown menu and select Kaltura Media.



1. When the new window appears, click the “Add New” pulldown from the upper right-hand side and then select “Media Upload”

First Year Renewal for Counselors and Librarians Using a Digital File A Step-by-Step Guide Version 1.0: August 19, 2019

int File > ... > Candidate Information Form or CV > Mashup Gallery

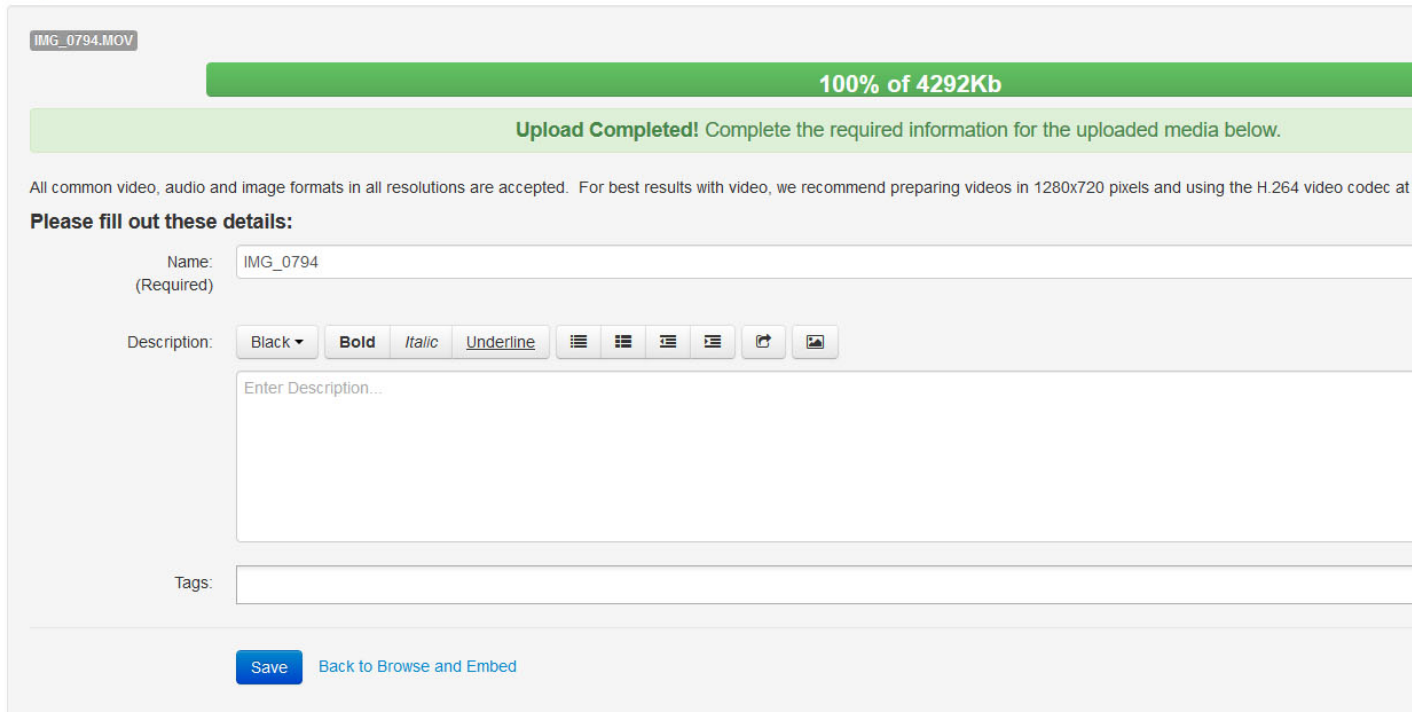


The screenshot shows a media gallery interface with the following elements:

- Navigation tabs: My Media, Media Gallery, Shared Repository
- Sort and View options: Sort by Most Recent, View All Statuses, View All Media, View Media I Own
- Search bar: Search Media
- Video 1: "Challenges_of_Teaching_Online" (07:17)
- Video 2: "You're Looking at Me Like I Live Here" (53:31)

2. Click “Choose a file to upload” and navigate to the location where the media is stored on your hard drive. Once you select it and upload, click the “Back to Browse and Embed”

Upload Media



The screenshot shows the 'Upload Media' form with the following details:

- File name: IMG_0794.MOV
- Progress bar: 100% of 4292Kb
- Status: Upload Completed! Complete the required information for the uploaded media below.
- Instructions: All common video, audio and image formats in all resolutions are accepted. For best results with video, we recommend preparing videos in 1280x720 pixels and using the H.264 video codec at a...
- Section: Please fill out these details:
- Name: (Required) IMG_0794
- Description: Black, Bold, Italic, Underline, Bulleted List, Numbered List, Indented List, Link, Image
- Tags: Enter Description...
- Buttons: Save, Back to Browse and Embed

3. The video you just uploaded will appear. Click the “Select” button from the right-hand side, type in a name for the media and a description, if desired and click “Submit” when ready.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

Appendix 3: Instructions for DEC/CFEC members

Applicable deadlines

December 4 [September 12] The DEC/CFEC Chairperson shall inform in writing each member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials and (3) the opportunity to appear personally before the DEC/CFEC prior to the making of its recommendation.

January 21 [September 20] Candidates shall submit their renewal file to the DEC/CFEC

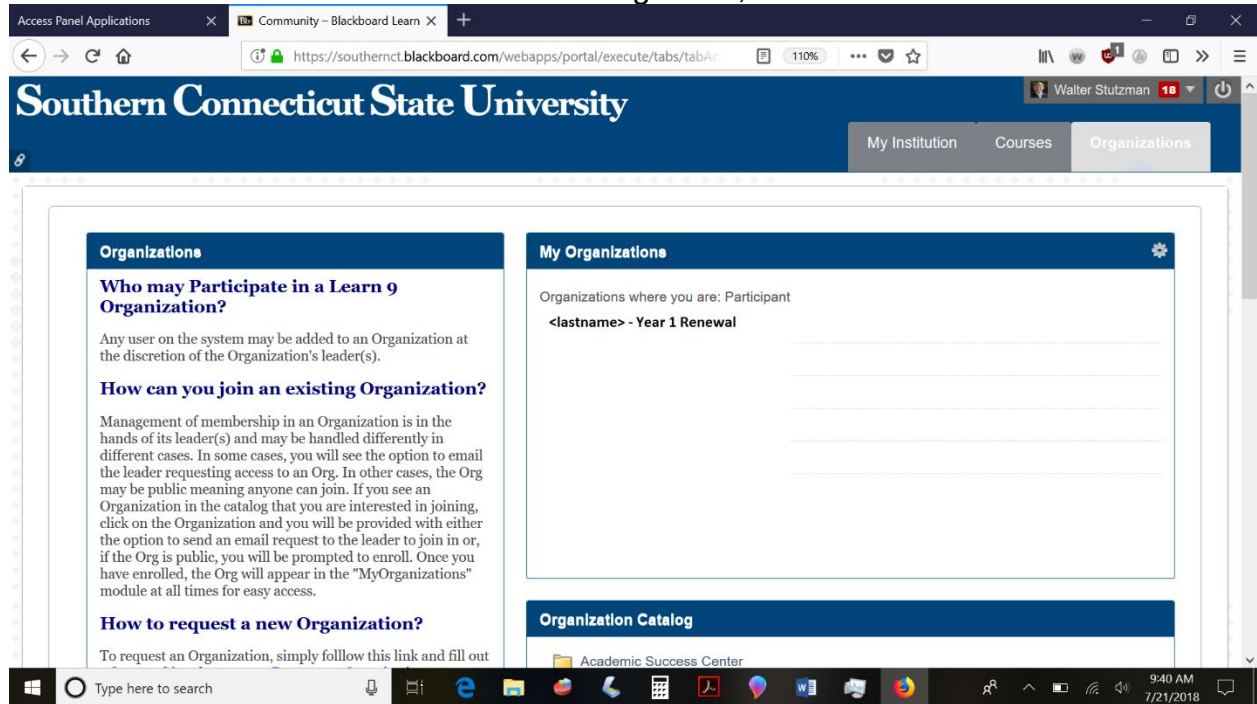
January 27 [September 30] The DEC/CFEC shall transmit its written recommendations to the Office of Human resources and to the candidate with supporting reasons, who shall be allowed to append comments within four days.

January 31 [October 4] The DEC/CFEC shall transmit its written recommendations with supporting reasons to the Department Chairperson together with all materials submitted to and considered by it subject to Article 4.11.10 of the Collective Bargaining Agreement.

Actions required

1. The actions required by the DEC/CFEC are specified in Section III.C of the *Renewal Document*.
2. The candidate's materials are located in a Blackboard/Learn9 organization named <candidate's name> - Year 2 or later *Renewal*. This organization is listed in *My Organizations*. There will be one (1) entry for each candidate being assessed.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019



3. You have been granted access to this material by the candidate.
4. There is a folder for each of the categories of evaluation listed in Section II.B.2 of the *Renewal Document*. Click on a folder to see its contents.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019



Instructions and Guidelines



Table of Contents (Optional)



Required Documents



Candidate Information Form (CIF) or CV (or both) as recommended by your Department



Statement of Years in Rank (optional)



Letters of Evaluation/Recommendation



Credit Load



Creative Activity



Service



Professional Attendance and Participation



Record of any Disciplinary Action in the member's personnel file at the time of the evaluation

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

5. **Please do not copy, print or download any of this material, as the electronic copy in Blackboard/Learn9 is the single secure digital file that replaces the candidate's binder.**
6. This material is secure since it is stored within Blackboard/Learn9. The only people with access to the material are the candidate and the DEC members, who have read-only access to the file.
7. The candidate is responsible for placing the DEC letter (along with his/her comments) in the *Letter of Evaluation/Recommendation* folder.
8. Following transmission of the evaluation to the candidate, no further action is required by the DEC to forward the materials to the Chairperson. The candidate will disable DEC access and enable access for the Chairperson.

Appendix 4: Instructions for Spokespersons *[Librarians]*

Applicable deadlines

January 31 [October 4] The DEC/CFEC shall transmit its written recommendations with supporting reasons to the Department Chairperson together with all materials submitted to and considered by it subject to Article 4.11.10 of the Collective Bargaining Agreement.

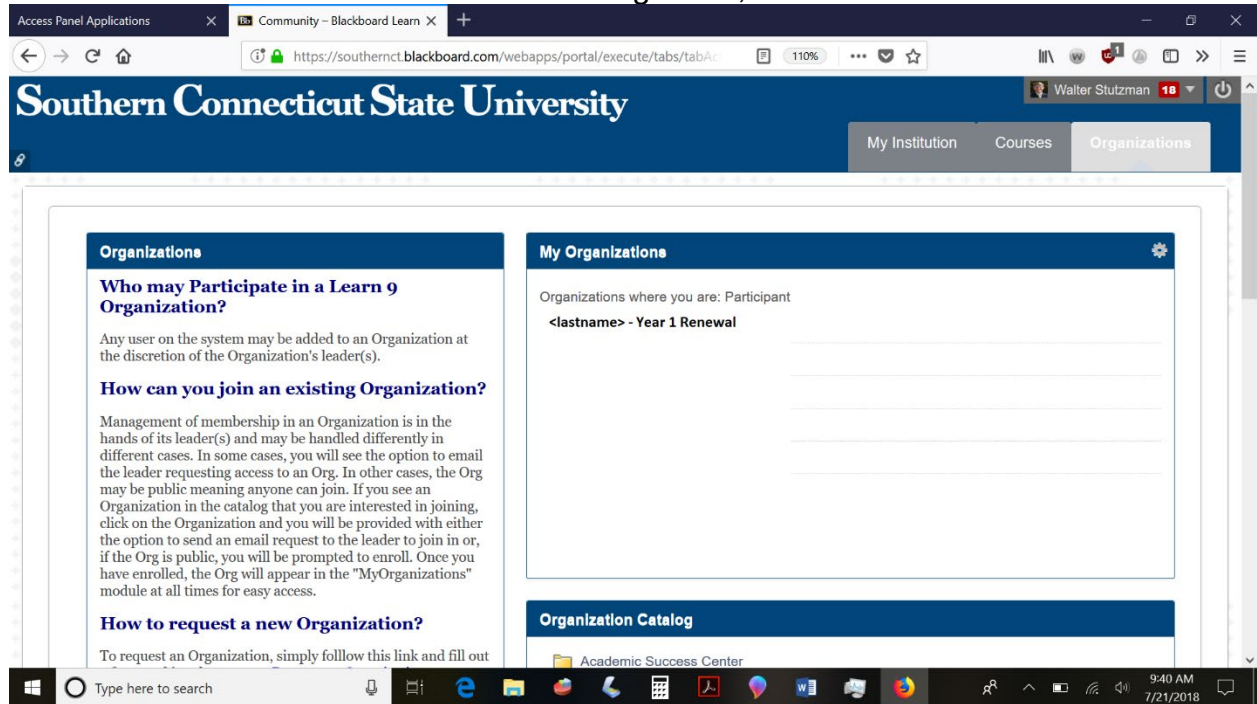
February 3 [October 11] The Department Chairperson shall transmit his/her written recommendations to the Office of Human Resources and to the candidate with supporting reasons, who shall be allowed to append comments within four days.

February 7 [October 15] The Department Chairperson shall transmit his/her recommendations with supporting reasons to the appropriate Dean/Director together with all materials submitted to and considered by him/her subject to Article 4.11.11 of the Collective Bargaining Agreement.

Actions required

1. The actions required by the Spokesperson are specified in Section III.D of the *Renewal Document*.
2. The candidate's materials are located in a Blackboard/Learn9 organization named *<candidate's name>-Year 2 or later Renewal*. This organization is listed in *My Organizations*. There will be one (1) entry for each candidate being assessed.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019



3. You have been granted access to this material by the candidate.
4. There is a folder for each of the categories of evaluation listed in Section II.B.2 of the *Renewal Document*. Click on a folder to see its contents.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019



Instructions and Guidelines



Table of Contents (Optional)



Required Documents



Candidate Information Form (CIF) or CV (or both) as recommended by your Department



Statement of Years in Rank (optional)



Letters of Evaluation/Recommendation



Credit Load



Creative Activity



Service



Professional Attendance and Participation



Record of any Disciplinary Action in the member's personnel file at the time of the evaluation

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

5. **Please do not copy, print or download any of this material, as the electronic copy in Blackboard/Learn9 is the single secure digital file that replaces the candidate's binder.**
6. This material is secure since it is stored within Blackboard/Learn9. The only people with access to the material are the candidate and the Department Chairperson, who has read-only access to the file.
7. The candidate is responsible for placing the Spokesperson's letter (along with his/her comments) in the *Letter of Recommendation/Evaluation* folder.
8. Following transmission of the evaluation to the candidate, no further action is required by the Spokesperson to forward the materials to the Dean. The candidate will disable Spokesperson access and enable access for the Dean.

Appendix 5: Instructions for Directors

Applicable deadlines

February 7 [October 15] The Department Chairperson shall transmit his/her recommendations with supporting reasons to the appropriate Dean/Director together with all materials submitted to and considered by him/her subject to Article 4.11.11 of the Collective Bargaining Agreement.

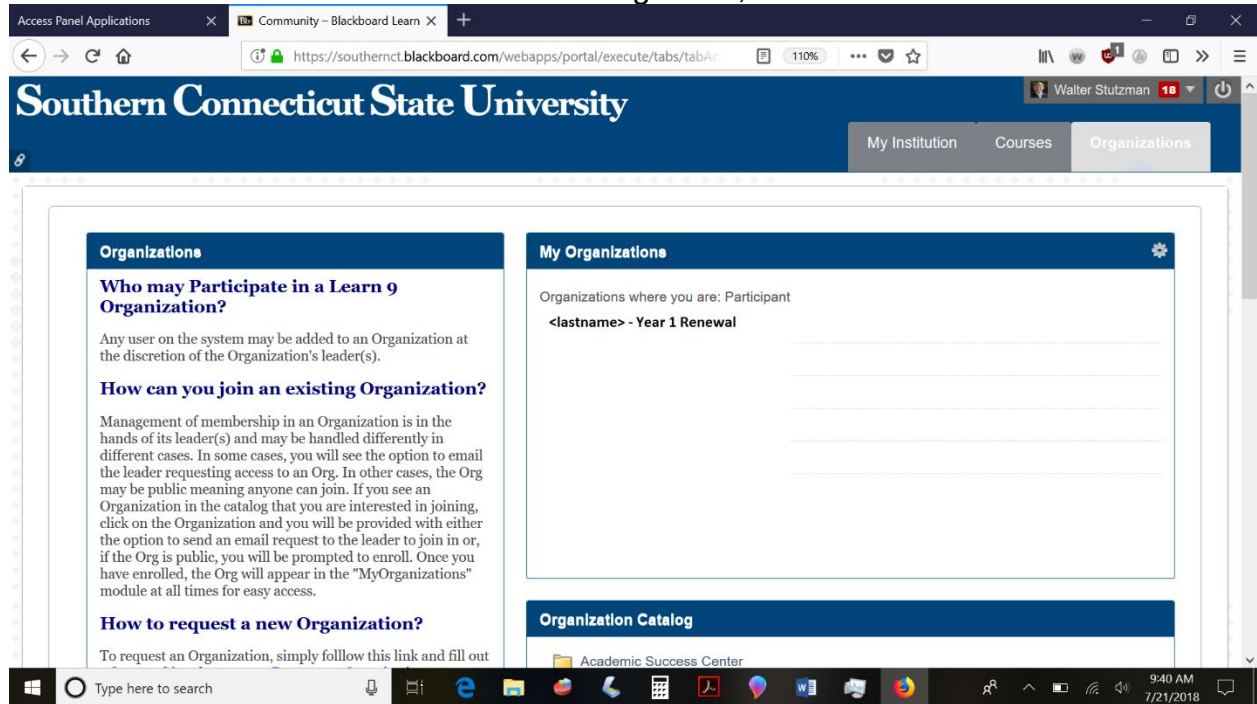
February 13 [October 21] The Dean/Director shall review and consider all of the material submitted and make a recommendation with supporting reasons. The recommendation shall be submitted to the Office of Human Resources and to the candidate, who may append comments within four days.

February 19 [October 25] The Dean/Director shall transmit his/her recommendations with supporting reasons to the Provost/appropriate Vice President, subject to Article 4.11.12 of the Collective Bargaining Agreement

Actions required

1. The actions required by the Director are specified in Section III.E of the *Renewal Document*.
2. The candidate's materials are located in a Blackboard/Learn9 organization named *<candidate's name>-Year 2 Renewal*. This organization is listed in *My Organizations*. There will be one (1) entry for each candidate being assessed.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019



3. You have been granted access to this material by the candidate.
4. There is a folder for each of the categories of evaluation listed in Section II.B.2 of the *Renewal Document*. Click on a folder to see its contents.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019



Instructions and Guidelines



Table of Contents (Optional)



Required Documents



Candidate Information Form (CIF) or CV (or both) as recommended by your Department



Statement of Years in Rank (optional)



Letters of Evaluation/Recommendation



Credit Load



Creative Activity



Service



Professional Attendance and Participation



Record of any Disciplinary Action in the member's personnel file at the time of the evaluation

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

5. **Please do not copy, print or download any of this material, as the electronic copy in Blackboard/Learn9 is the single secure digital file that replaces the candidate's binder.**
6. This material is secure since it is stored within Blackboard/Learn9. The only people with access to the material are the candidate and the Department Chairperson, who has read-only access to the file.
7. The candidate is responsible for placing the Director's letter (along with his/her comments) in the *Letter of Evaluation/Recommendation* folder.
8. Following transmission of the evaluation to the candidate, no further action is required by the Director to forward the materials to the Provost. The candidate will disable Director access and enable access for the Provost.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

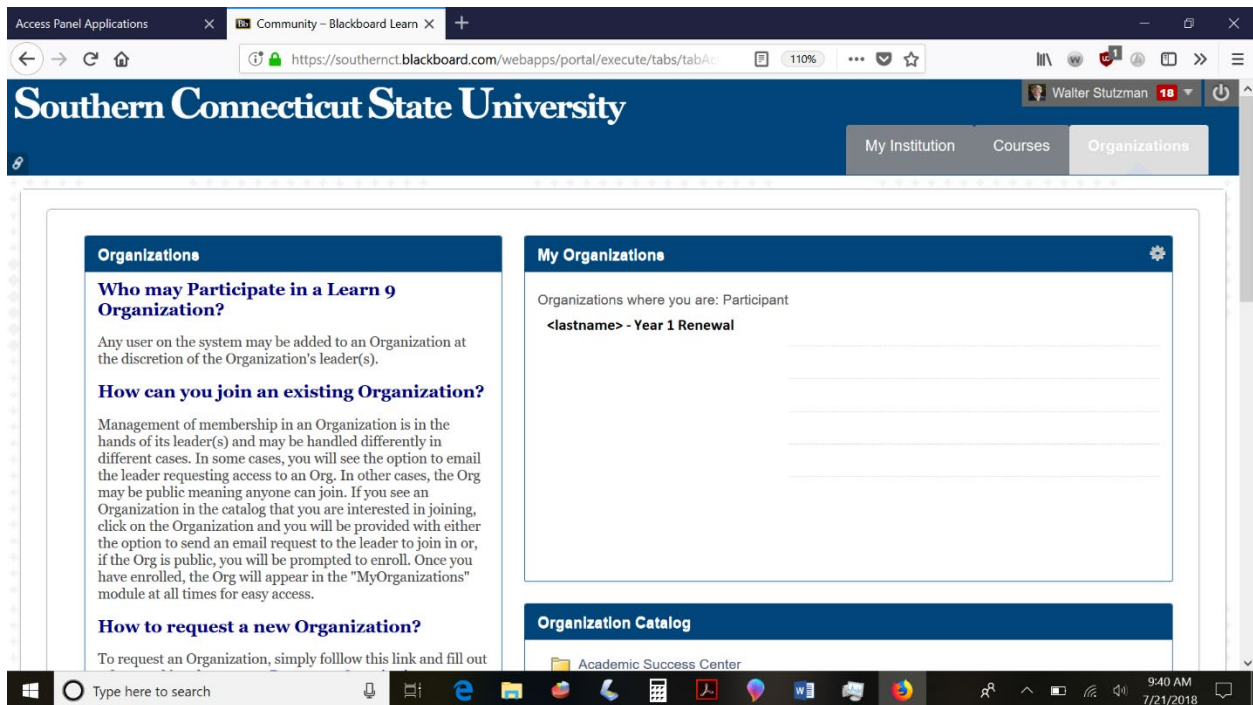
Appendix 6: Instructions for the Provost/appropriate VP

February 19 [October 25] The Dean/Director shall transmit his/her recommendations with supporting reasons to the Provost/appropriate Vice President, subject to Article 4.11.12 of the Collective Bargaining Agreement

February 28 [November 1] Provost/appropriate Vice President informs candidate of recommendation.

Actions required

1. The actions required by the Provost/appropriate VP are specified in Section III.F of the *Renewal Document*.
2. The candidate's materials are located in a Blackboard/Learn9 organization named *<candidate's name>-Year 2 or later Renewal*. This organization is listed in *My Organizations*. There will be one (1) entry for each candidate being assessed.



3. You have been granted access to this material by the candidate.
4. There is a folder for each of the categories of evaluation listed in Section II.B.2 of the *Renewal Document*. Click on a folder to see its contents.

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019



Instructions and Guidelines



Table of Contents (Optional)



Required Documents



Candidate Information Form (CIF) or CV (or both) as recommended by your Department



Statement of Years in Rank (optional)



Letters of Evaluation/Recommendation



Credit Load



Creative Activity



Service



Professional Attendance and Participation



Record of any Disciplinary Action in the member's personnel file at the time of the evaluation

First Year Renewal for Counselors and Librarians Using a Digital File
A Step-by-Step Guide
Version 1.0: August 19, 2019

5. **Please do not copy, print or download any of this material, as the electronic copy in Blackboard/Learn9 is the single secure digital file that replaces the candidate's binder.**
6. This material is secure since it is stored within Blackboard/Learn9. The only people with access to the material are the candidate and the Provost/appropriate VP who has read-only access to the file.
7. The candidate is responsible for placing the Provost's/appropriate VP's letter in the *Letter of Evaluation/Recommendation* folder.
8. Following transmission of the evaluation to the candidate, no further action is required by the Provost/appropriate VP. The candidate will disable Provost access.