

Digital Evaluation File Update - February 11, 2020

Dear Colleagues,

It is very important that you review the information available to you on the Faculty Senate website regarding digital evaluation files (<https://inside.southernct.edu/faculty-senate/faculty-evaluation>). There you will find the schedule (timetable) that outlines options regarding paper and digital submissions and dates by which you will need to transition to digital depending upon your date of hire.

Faculty submitting a digital file for 2019-2020

You will find instructions for creating a digital file for 2019-2020 submission, specific to teaching faculty or counselors and librarians. Instructions are available under the heading, *Instructions for Creating a Digital File for 2019-2020* (<https://inside.southernct.edu/faculty-senate/faculty-evaluation>). This year, we are utilizing Organizations in Blackboard 9, however, for the 2020-2021 academic year, we will utilize Courses in Blackboard 9. On June 1, 2020, the content in your digital file will be temporarily unavailable to you. By June 7, 2020, all of your content will have been transferred to Courses in a template that will appear as: Last Name, First Name - Digital Evaluation.

Faculty submitting a digital file for 2020-2021 or later

You will find instructions for creating a digital file to be submitted in 2020-2021 or later which differ from the instructions and procedure for submitting a digital file in 2019-2020. Coaches and athletic trainers will now also have the option to submit a digital file from 2020-2021 on. Instructions are available under the heading, *Instructions for Creating a Digital File for 2020-2021* (<https://inside.southernct.edu/faculty-senate/faculty-evaluation>). Beginning in the fall (or sooner), an illustrative video will also be available to guide you as well.

Templates in Blackboard Courses were rolled out by at the end of the fall semester. All faculty not undergoing digital evaluation during 2019-2020 should now have a template in Blackboard 9 under Courses titled, Last Name, First Name - Digital Evaluation. This template contains 9 folders which are available for you to upload documents for all evaluation files in an ongoing basis for Renewal, Professional Review, Promotion, and Tenure. If you are unable to locate the template, please contact Karen Musmanno (musmannok1).

Information for reviewers

Beginning in the fall (or sooner), an illustrative video, specifically for reviewers will be available to guide you in the digital review process.

Automatic movement of the file from one reviewer to the next

Beginning next year, the digital file will automatically be made 'available' and 'unavailable' to the reviewers based on the timeline outlined in the evaluation documents that will be sent out at the beginning of the fall semester. At all times, the candidate will have access to the digital file. This year, the candidates were required to grant and remove permissions as the files

moved from one level to the next; however, next year this will occur automatically. For the most part, this is an excellent development; however it does mean that all parties will need to be vigilant in adhering to the timetable, otherwise access will not be available, and it will be necessary to request that permission be reauthorized which has the potential to affect the next reviewer(s). There will also be automatic reminders sent out periodically to help keep you on track with the timetable.

Role of the Chairpersons

Chairpersons will have an essential role to play in this process. Please be sure that your department has elected its DEC in the spring and submitted faculty names to Human Resources for the hardship pool by the required date. There will be a procedure (TBD) for you to submit the names of your DEC (including any hardship members) to Karen Musmanno so that she can enter them into the list in Blackboard by a specified date (around mid-September, date TBD). If you have any changes to the DEC membership at any time, it will be essential that you notify Karen so that she can change the list, otherwise, the file will not go to the correct reviewers.

P&T Committee

Please consider running to serve on the P&T Committee. We will need to solidify the committee as early as possible in order for the names to be entered in Blackboard. Therefore, our current practice of needing to hold as many as three elections to fill the committee will not serve us well. There will be a big push in the spring elections to encourage faculty to run for P&T, so that hopefully representatives and alternates will be in place by the end of the spring.

Contact information

Karen Musmanno (musmannok1) – questions related to technical issues, e.g., difficulties uploading a file

David Pettigrew (pettigrewd1) – questions related to your P&T file or questions related to digital file content (not related to technical issues)

Walter Stutzman (stutzmanw1) – corrections or clarifications that you would like to suggest for the instructions posted on the Senate website

Deborah Weiss – any other questions or comments

Deborah Weiss, President, Faculty Senate