

**COSHP Session for Tenure-Track Faculty Anticipating eDossier Reviews**  
**Tuesday, April 3, 2018**

NOTE: *This information is for probationary (not promotion) reviews only. We expect some changes to be made following the Fall 2018 initial implementation of the eDossier system.*

Faculty 180 is the name of the web-based proprietary database that faculty use to record their work at CSU. All data is either (1) pre-populated (e.g., list of courses taught), (2) entered by you at computer keyboard (e.g., publication citations), (3) linked from a web source (e.g., manuscripts stored in EndNote or Google Scholar), or (4) scanned and uploaded by you to the database (e.g., CV).

The eFAAR and the eDossier are separate reports that the Faculty 180 database produces. Reports have been programmed by CSU IS&T to bring Faculty 180 data into a particular form – the eFAAR or the eDossier. While the content of two reports may differ (e.g., one might include extramural activity, while the other does not), the source used for data is the same.

Log in to Faculty 180 via “My CSU” → “Computing Resources” → “Electronic Online FAAR System.” We recommend that you first complete your eFAAR for the current academic year (i.e., Summer 2017 – Spring 2018), due on April 30<sup>th</sup>. To do this, follow the eFAAR instructions that you have been given. This will get all of your current/new information into the database. **Please note that you must hit the “Submit” button when you are finished in Faculty 180 – and then you can’t make changes!** You can enter, modify, or delete your data via the eFAAR system at any time, EXCEPT for “Teaching,” which is open only from February – May each year (the same time window as that used for eFAAR completion).

When you log in to Faculty 180, you will see a list of the tasks that have been assigned to you, including “Third Year Review.” Click on this task, and you will enter the eDossier report, where you can make additions, changes, deletions, uploads – EXCEPT to content of the “Teaching” section. (Several issues, such as candidates’ ability to add uploads to courses taught in previous years, are being explored.)

IMPORTANT NOTE: For documents that you create and upload, be sure to ***name the documents as follows*** (example for uploaded material in a dossier to be reviewed Fall 2018):

McNamara Teaching Statement Fall 2018

**Content of eDossier**

Section	Section Title/Content	Comment
1.	<b>Introductory Materials</b>	
	a. Current CV	Upload
	b. Letter of Intent (signed)	Upload
	c. Department/School Promotion & Tenure Guidelines	Upload
	d. Other	
2.	<b>Personal Summary Statement</b>	Upload (10 pg. MAXIMUM summary of all accomplishments in scholarship, teaching, service)
3.	<b>Teaching</b>	

	a. Teaching Statement (include reference to info/material in remainder of this section; ALSO include a table summarizing all student evaluation data)	Upload
	b. Peer Observation Reports	Upload as one PDF into which you have scanned all of the peer observation reports you have obtained
	c. Student Evaluations	Upload, as one or more PDFs, each “BLUE Individual Report” you have received; OR create a PDF of <i>relevant sections of the Blue Report</i> “Assessment of Instructor ... What is your overall evaluation of this instructor” if detailed item-by-item scores are not needed (ask dept. PRC or chairperson).
	d. Syllabi	Upload a <i>representative</i> sample of your syllabus for all of the courses you teach; one per course is sufficient, unless you made significant changes to the course and syllabus at some point
	e. Other	Upload letters of commendation, notification of teaching enhancement grants or teaching awards, a table showing employment/graduate school admission of your advisees; etc. Please DO NOT upload notes and letters received from students! Use textbox to list all uploaded materials in this section.
4.	<b>Research/Scholarship/Creative Activity</b>	
	a. Research/Scholarship Statement	Upload
	b. Other	Upload letters from co-authors or other objective evidence of your contribution/role in your publications; Upload a table displaying evidence of the quality of the publication venue (e.g., impact factor; rejection rate); Use textbox to list all uploaded materials in this section.
5.	<b>Service</b>	
	a. Service Statement	Upload
	b. Other	Upload objective evidence of your service contributions – e.g., letters of recognition or appreciation; Use textbox to list all uploaded materials in this section.
6.	<b>Awards/Recognition</b>	Upload objective evidence of performance (not funding) awards that you have received
7.	<b>eFAAR Information Record</b>	The following (a through j) are pre-populated for you from your eFAARs, but you should edit the content to make additions, changes, and deletions as appropriate

	a. Teaching	Contains courses taught, credit hours, and enrollments
	b. Scholarly Contributions and Creative Productions	Review pre-populated material that you added to your eFAAR: Add publications to the list; delete “in progress/submitted” manuscripts if they have since been published; embed links to manuscripts – NOT websites – in EndNote, Google Scholar, etc. OR Upload manuscripts so reviewers can read them
	c. Advising Load	Contains information you added to your eFAAR
	d. Grants	Contains information you added to your eFAAR Cite researcher names; Funding agency; Project title; Total \$ amount; Funding period; Your role (PI, etc.); Status (Awarded, Declined, Pending)
	e. Professional Development	Contains information you added to your eFAAR
	f. Institutional Committees	Contains information you added to your eFAAR
	g. Other Institutional Service	Contains information you added to your eFAAR
	h. Community Service/Engagement Activity	Contains information you added to your eFAAR
	i. Outside Service to the Profession	Contains information you added to your eFAAR
	j. Research Independent Study Supervision	Contains information you added to your eFAAR
8.	<b>Prior Probationary Review Letters</b>	
	a. Reports from Third Year Review	Upload these letters <i>from prior review</i> (assistant professors only): Dept/School PRC; Dept/School Chair/Director; College PRC; Dean
	b. Reports from Fourth Year Review	Upload these letters <i>from prior review</i> (assistant college lecturers/professors of practice only) : Dept/School PRC; Dept/School Chair/Director; College PRC; Dean
	c. Reports from Fifth Year Review	Upload these letters <i>from prior review</i> (assistant professors only) : Dept/School PRC; Dept/School Chair/Director; College PRC; Dean
9.	<b>Reviewer Inserted Material, if any</b>	
	a. Material	
	b. Candidate Response (Optional)	
10.	External Reviews	For promotion/tenure actions, or promotions to professor ONLY. These letters are solicited by the Dept/School PRC Chair, and s/he should upload them to the eDossier at the time of the PRC’s review of the dossier
	a. External Review Letters	Uploaded by PRC Chair
	b. Reviewers’ CVs/Statements of Qualifications	Uploaded by PRC Chair
	c. Statement describing procedure used to select/recruit external reviewers	Uploaded by PRC Chair

11.	<b>Internal Review Letters</b>	Reviewers upload these letters from the current review
	a. Department/School PRC Letter	Uploaded by PRC Chair
	b. Department/School Chair/Director Letter	Uploaded by Dept./School Chair/Director
	c. College PRC Letter	Uploaded by PRC Chair
	d. Dean's Letter	Uploaded by Dean
	e. UPRC Letter, if applicable	Only for certain cases, at time of promotion action (Uploaded by UPRC Chair)
	f. Additional material submitted to UPRC, if applicable	Only for certain cases, at time of promotion action (Uploaded by UPRC Chair)
	g. Provost's Letter, if applicable	Only at time of promotion action