TENURE
ELECTRONIC PORTFOLIO
SUBMISSION PROCESS

1. **Applications** and the prescribed documents are to be submitted electronically through the process defined below. Signatures will be obtained electronically by typing the signatory’s name in the signature location and using the official UNA e-mail for submission of documents through the system.

2. By midnight on May 1, tenure candidates submit pdf versions of the tenure portfolio (maximum length 15 pages), including a current vita not to exceed five pages and supporting narrative not to exceed 10 pages, to department chair with a copy to promotions@una.edu. David Johnson will load tenure materials to secure server by department, assign passwords, and communicate server location and passwords to department chairs and Department Tenure Committee members (via department chairs). Department Tenure Committees will complete evaluation by June 1 and provide electronic evaluation letter to college deans through department chairs. Department chairs will complete evaluation by June 1 and provide electronic Department Tenure Committee and department chair evaluation letters to deans.

3. On June 1, David Johnson will deactivate passwords and assign new passwords to deans. Deans will complete evaluation by August 1 and provide all electronic evaluation letters to David Johnson at promotions@una.edu.

4. By August 5, David Johnson will upload all electronic evaluation letters to secure server, deactivate passwords, and assign new password to University-Wide Promotion and Tenure Portfolio Committee (via committee chair). University-Wide Promotion and Tenure Portfolio Committee members will complete evaluation by September 15 and provide electronic evaluation letter to VPAA/Provost.

5. By September 17, David Johnson will deactivate passwords and assign new password to VPAA/Provost. VPAA/Provost will complete evaluation before October 1.

6. On October 1, passwords will be deactivated and portfolios removed from server.

7. **Supplemental materials** may be provided, but should be separate from the portfolio. Applicants needing assistance may contact the departmental administrative assistant. Supplemental materials must be submitted by 4:30 p.m. on May 1 and will reside in the department chair’s office until June 1 when they will be transported to the dean’s office to reside until August 1. On August 1, deans will have supporting materials delivered to Collier Library where they will reside until picked up by deans’ offices on October 1.