Reappointment (other than initial) Process on Canvas
(Fall 2023)

The candidates' primary Canvas site is to be used as a repository of reappointment materials submitted by the candidate. As detailed below, the actual recommendation letters will be forwarded to all appropriate individuals in hard copy. If the Department Personnel Committee (DPC) or any other committee would like to conduct its internal review online — e.g., internal documents, individual letters during the deliberation phase — a separate request can be submitted to create an additional internal review and/or discussion site(s).

It is important to keep in mind that FPS 15 and the CBA govern the process and that the electronic review system in no way is meant to bypass any of the steps required of the process nor is it meant to be prescriptive in terms of what evidence departments look at and how they conduct their review (within the broad requirements of FPS 15 and the CBA).

1. Canvas Site Set-Up and Access

a. On or before July 1, the Provost's Office will inform ITS to set up Canvas access for each faculty member who will be going through the reappointment process during the upcoming academic year. This access will be available to the reappointment candidate until September 1. During this time, the candidate can upload their materials — see below. Completed files will automatically be archived in Canvas and can be accessed in the future through a request to ITS. If the candidate wishes, they can copy their file to OneDrive. Instructions can be found at the end of this document.

b. Once the Provost's Office initiates the setup of the Canvas sites, the appropriate Dean's Office is responsible for notifying ITS as to the name(s) of the individuals to be added/deleted at each stage of the review process (e.g., Chair, DPC, FPB).

c. For all Canvas technical support questions, please contact Canvas Support at (877) 241-4253 or use the Chat feature from the Help (?) icon located at the bottom of the left sidebar in Canvas. These services are available to all faculty and staff 24/7. For general questions please contact the ITS Service Desk by emailing help@hofstra.edu or call (516) 463-7777.

d. On September 1, ITS will remove access to the candidate and provide access to the Canvas site to the Chair of the candidate's department. As soon thereafter as the DPC is constituted, access will also be provided to the DPC.

e. The department Chair will upload a copy of all peer review reports as well as prior DPC recommendations, prior Chair recommendations and annual evaluations.

f. After September 1, the candidate will still be able to add materials throughout the process but will not have direct access to the site. The additional materials will need to be submitted to the Chair of the DPC.

g. Any discussion site(s) set up for the DPC (or any other committee, e.g., FPB) will only be accessible to the members of that committee.

h. If requested, department secretary access will also be provided so that support can be provided to the department Chair and/or the DPC to upload any additional materials, as appropriate.

i. Once the DPC and department Chair have issued their recommendation to the Dean (by October 15), their access to the Canvas site will be terminated and access will be provided to the appropriate FPB members and Dean. The FPB shall have access until November 22.

j.   The Dean shall have access until <mark>January 10.</mark> The Dean will forward to the Provost's Office paper copies of:
   i.   Dean's recommendation
   ii.   DPC recommendation, including any minority reports
   iii.   Department Chair's recommendation
   iv.   FPB recommendation (or statement that the FPB review was expedited)
   v.   Candidate's letter of application for reappointment and cv
   vi.   Dean's Office CTR Summary

k.   In the event that a UAB recommendation is requested/required, access will be provided to UAB members until <mark>February 25.</mark>

l.   The Provost shall then have access until <mark>April 1</mark>.

Notes:

   i.   The access described above is consistent with the general steps as described in the CBA.
   ii.   After the initial setup, any communication to ITS (e.g., access for the department Chair, AHTC, FPB; adjustments in dates) will be handled by the appropriate Dean's Office until such time as the Dean has issued a recommendation. Thereafter, any adjustments will be communicated by the Provost's Office.
   iii.   The dates provided above are the target dates listed in Appendix A of the current CBA. If any date falls on a weekend, the actual date will be the next business date. In addition, if there is a delay in any step, the relevant dates will be adjusted accordingly.
   iv.   The Canvas site will remain available for Presidential and Trustee review until such time as a final decision is made.
   v.   Once a final decision is made, the candidate's Canvas site can be archived.

2. Canvas Categories — the initial setup by the Canvas Administrator will include the following broad categories:

a. Letter of application for reappointment
b. CV
c. Annual evaluations - only required for reappointment and tenure cases of full-time faculty.
d. Scholarly/Artistic Productivity
      i. Publications
      ii. Presentations
      iii. Artistic products
      iv. Grant activity
      v. Works in progress
      vi. Other

e. Teaching Related Materials
      i. Syllabi
      ii. CTRs — all CTRs should be downloaded from the portal and uploaded to the candidates site, as well as any copies of the open-ended comments that the tenure candidate chooses to submit.
         NOTE: The Deans' Offices will prepare a Dean's Office Summary of the CTR quantitative data and upload to the Canvas site on or before September 2.
      iii. Peer observation reports
      iv. Other

f. Evidence of Service and Contributions to University Life — some departments break this down into service to the department, the school, the university, the community and the field.

g. Committee Artifacts:
    i. Minutes
    ii. Online Discussions
    iii. Other

h. Notes — These broad categories are simply meant to provide some guidance in organizing the materials. Not all categories are necessarily applicable to Reappointment candidates. Candidates and/or committees may add organizational categories as appropriate.

3. Uploading/Entering Materials

a. Materials that are already in electronic format (most typically PDF format) can simply be uploaded to the relevant category.
b. If the material exists elsewhere (e.g., an external website), a link to the appropriate URL can be included.
c. Whereas many materials can be scanned to PDF and placed in the Canvas site, books, artistic products, and other lengthy or otherwise not electronically accessible (or easily scannable) materials can be placed in the department office for review (as has been done in the past) with a notation on the Canvas site that these are available for review.

4. Exporting/Archiving Site

Completed files will automatically be archived in Canvas and can be accessed through a request to ITS. If the candidate wishes, they can copy their file to OneDrive by exporting the course into a Canvas course export package. Instructions at:

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-a-Canvas-course/ta-p/785

Once that file is created, the candidate can upload it to OneDrive:

https://support.microsoft.com/en-us/office/upload-photos-and-files-to-onedrive-b00ad3fe-6643-4b16-9212-de00ef02b586

Any deadline that falls on a weekend or administrative holiday will be moved to the next full business day after the deadline.

November 14, 2023