

# Promotion Review Process on Blackboard

(10/18/18)

As per the 2016-2021 Collective Bargaining Agreement (CBA): "all appropriate materials (*e.g.*, vitae, personal statements, publications, CTR ratings) shall be posted on a Blackboard site that is accessible only by the appropriate personnel committee or designated recommender at the specific time that the committee or individual is reviewing the personnel matter. The Blackboard discussion and chat capability functions will also be available for use during this period" (Article 5.1.7, p. 9).

The primary Blackboard site is to be used as a repository of the promotion materials submitted by the candidate. As detailed below, the actual recommendation letters will be forwarded to all appropriate individuals in hard copy. If the Ad hoc Promotion Committee (AHPC) 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. Blackboard Site Set-Up and Access**

- a. On or before **June 1**, the Provost's Office will inform the Blackboard administrator to set up Blackboard access for each faculty member who will be going through the promotion process during the upcoming academic year. This access will be available to the promotion candidate until September 2. During this time, the candidate can upload his/her materials — see below. **When the file is complete, candidates should create an archive of the promotion file and download and save it.** Instructions can be found at the link: <https://wiki.edtech.hofstra.edu/pages/viewpage.action?pageId=12976325>  
If there are questions about archiving, candidates should contact Faculty Support Center (516-463-6894). Candidates should notify their chairperson, who will notify the appropriate Dean's Office when candidates' files are complete on Blackboard.
- b. Once the Provost's Office initiates the setup of the Blackboard sites, the appropriate Dean's Office is responsible for notifying the Blackboard administrator as to the name(s) of the individuals to be added/deleted at each stage of the review process (*e.g.*, Chair, promotion committee, FPB).
- c. Technical support for use of the Blackboard site (*e.g.*, uploading materials, creating categories or subcategories, creating and managing discussion sites) is available from the Faculty Support Center (516-463-6894), or by emailing [FCShelp@hofstra.edu](mailto:FCShelp@hofstra.edu). Note: Faculty Computing Services will be providing technical support and will not be accessing the Blackboard site, except when the promotion candidate or relevant committee has specifically requested technical assistance that requires access to the site. Under these conditions, the access will only be for the specific assistance requested.
- d. On **September 2**, the Blackboard Administrator will remove access to the candidate and provide access to the Blackboard site to the Chair of the candidate's department. As soon thereafter as the AHPC is constituted, access will also be provided to the AHPC, with administrator rights (*e.g.*, ability to add additional members) given to the Chair of the AHPC. The Chair of the AHPC will add the other members of the AHPC so that they can access the site.
- 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 AHPC.
- g. Any discussion site(s) set up for the AHPC (or any other committee, e.g., FPB) will only be accessible to the members of that committee.
- h. If requested, secretary access will also be provided so that support can be provided to the department Chair and/or the AHPC to upload any additional materials, as appropriate.
- i. Once the AHPC and department Chair have issued their recommendation to the Dean (by **December 15**), their access to the Blackboard site will be terminated and access will be provided to the appropriate FPB members and Dean. The FPB shall have access until **February 22**.
- j. The Dean shall have access until **March 30**. The Dean will forward to the Provost's Office paper copies of:
  - i. His/Her recommendation
  - ii. AHPC recommendation, including any minority reports
  - iii. Department Chair recommendation
  - iv. FPB recommendation (or statement that the FPB review was expedited)
  - v. Candidate's personal statement and vita
  - vi. CTR summary sheet
- k. In the event that a UAB recommendation is requested/required, access will be provided to UAB members until **May 7**.
- l. The Provost shall then have access until **June 15**.
- m. 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 the Blackboard Administrator (e.g., access for the department Chair, AHPC, FPB; adjustments in dates) will be handled by the appropriate Dean's Office until such time as the Dean has issued his/her 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 Blackboard 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 Blackboard site can be archived.

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

- a. Personal statement
- b. Vitae
- c. Annual evaluations
- 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 — quantitative summaries as well as any copies of the open-ended comments that the promotion candidate chooses to submit. The open-ended comments can be scanned or placed in the department office for review (see 3.c. below).
    - 1. A link to the quantitative summaries ([www.hofstra.edu/CTR-Results](http://www.hofstra.edu/CTR-Results)) will be embedded in the template.
    - 2. The Deans' Offices will prepare the relevant analyses of the CTR quantitative data and upload to the Blackboard site.
  - iii. Peer reviews
  - 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. Letters of Support/Input From:
  - i. Students
  - ii. Colleagues (within Hofstra)
  - iii. Colleagues (outside the university)
  - iv. Other
- h. Committee Artifacts:
  - i. Minutes
  - ii. Online Discussions
  - iii. Other
- j. Notes — These broad categories are simply meant to provide some guidance in organizing the materials. Not all categories are necessarily applicable to all promotion 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 in Word or 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 Blackboard 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 Blackboard site that these are available for review.

### **4. Exporting/Archiving Site**

As the last step after uploading all materials, please follow the instructions found at the link below to export and save a zipped copy of the site.

<https://wiki.edtech.hofstra.edu/pages/viewpage.action?pageId=12976325>

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