

# **Promotion Review Process on Canvas**

(Fall 2025)

The promotion candidate's Canvas 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. If the Ad hoc Promotion Committee (AHPC), or Departmental Personnel Committee (in the case of adjunct promotions), 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 promotion process during the upcoming academic year. This access will be available to the promotion candidate until **September 1**. During this time, the candidate can upload 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, a copy of the file can be saved to OneDrive. Instructions are at the end of this document.
- b. Once the Provost's Office initiates the setup of the Canvas sites, the 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, promotion committee, 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](mailto:help@hofstra.edu) or call (516) 463-7777.
- d. On **September 2**, 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 AHPC/DPC is constituted, access will also be provided to the AHPC/DPC, with administrator rights (e.g., ability to add additional members) given to the Chair of the AHPC/DPC. The Chair of the AHPC/DPC will add the other members of the AHPC/DPC so that they can access the site.
- e. The department Chair and/or department secretary will assist in uploading a copy of all peer review reports as well as prior DPC recommendations, prior Chair recommendations, and annual evaluations from department personnel files
- 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/DPC.
- g. Any discussion site(s) set up for the AHPC/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 AHPC to upload any additional materials, as appropriate.
- i. Once the AHPC/DPC and department Chair have issued their recommendation to the Dean (by **December 15**), their access to the Canvas site will be terminated and access will be provided to the appropriate Dean and FPB members (if required). Should the FPB need to review a case, the FPB shall have access until **February 15**.
- j. The Dean shall have access until **March 8**. The Dean will forward to the Provost's Office PDF files of:
  - i. Dean's recommendation
  - ii. AHPC/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 personal statement and vita
  - 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 **April 1**.
- l. The Provost shall then have access until **May 1**.

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, AHPC, 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 amended Appendix A of the 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. 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.
2. **Canvas Categories** — the initial setup by the ITS Administrator will include the following broad categories:
- a. Personal statement/Letter of Application
  - b. Vitae
  - c. Scholarly/Artistic Productivity
    - i. Publications
    - ii. Presentations
    - iii. Artistic products
    - iv. Grant activity

- v. Works in progress
- vi. Other
- d. Teaching Related Materials
  - i. Syllabi
  - ii. CTRs — all CTRs should be downloaded from the portal and uploaded to the candidate’s site, as well as any copies of the open-ended comments that the 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 15.
  - iii. Signed 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. Signed Letters of Support Sent Directly to the Candidate – Candidates may upload letters of recognition or gratitude that have been sent to the candidate **prior to the current personnel action. This folder is not for letters of support addressed to the AHPC/DPC or Chair.**

If any separate discussion site(s) are set up for the AHPC/DPC (or any other committee, e.g., FPB), they will only be accessible to the members of that committee and will contain:

- a. Letters of Support/Input From:
  - i. Students
  - ii. Colleagues (within and outside the university)
  - iii. External Reviewers (outside the university)
  - iv. Other
- b. Committee Artifacts:
  - i. Minutes
  - ii. Online Discussions
  - iii. Other

**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. **All categories can be accessed through the “Submit Your Documents” button at the top of the site homepage.**

### 3. Uploading/Entering Materials

- a. Materials that are already in electronic format (most typically in 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:

[Instructor-Guide/How-do-I-export-a-Canvas-course.](#)

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

[support.microsoft.com/upload-photos-and-files-to-onedrive](https://support.microsoft.com/upload-photos-and-files-to-onedrive)

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