# Promotion and Tenure eFiles
# Frequently Asked Questions

Here are some FAQs to help you as you prepare for your meeting.

**Who do I go to with questions?**
Your P&T committee chair can help you with content and process. Your dean's assistant is your go-to for meeting scheduling and colleague appraisal logistics. Consider Amy your "tech support" for Blackboard eFiles or data requests (enrollment history, etc).

**Who adds my course evaluations to the eFile?**
You do:
1. Log into CoursEval.
2. Hover over Reports and select Evaluation Reports.
3. Use the *Type, Year, Period*, etc. drop-down menus to view the evaluations you need.
4. Tick the box on the far right, under "Include" for the evaluation you want to save.
5. Click the blue PDF button on the right. It will bring up a popup pdf. Save to your computer using this format: (example) "2018SP EDUC*100*01".
6. Save the PDF of each course evaluation to eBinder Two. Please make sure to read the P&T eFile Instructions to make sure you're preparing this correctly.

If you have paper evaluations (prior to Fall 2014), please notify Amy and she will prepare those scans for you.

**Who adds Users?**
Amy will manage access for Department Chairs, Provost, Dean, P&T committee members, and Faculty Development subcommittee members. You will add anyone else:
1. Click "Users and Groups" on the left hand menu, then "Users."
2. Hover over "Enroll User" and select "Find Users to Enroll."
3. Type in the catnet IDs, delineated with commas, and make sure the Role is set to Participant.
4. Click Submit.
5. You'll see them in the master list of users. The only Leaders should be yourself, me, and your dean's assistant (nobody else should be adding or editing users or files).

**Can my colleagues upload Colleague Appraisals directly to my eFile?**
No; we do not give editing access to anyone but you, Amy, and your dean's assistant.

**Lots of documentation is listed in eBinder One; do I need to upload all of them for my meeting?**
The eBinder is designed for use for promotion and tenure. In the meantime, you only need to add the things specified for your faculty development meeting each year.

**How do I add faculty development summaries and other hard copy items?**
Please contact Amy or Analia if you need to scan items, so we can prepare things for you. We will pull your paper file so you can scan the necessary items and email them to yourself, then at your leisure you can save them as a pdf and upload to your eFile.

**Do I really need to upload my contract?**
It's not necessary to include it in the P&T eFile until you are a candidate for tenure and/or promotion. The P&T Committee needs to see the contract as part of our evaluation process in recommending tenure and/or promotion, while others (for example those writing colleague appraisals) don't need to see it. The P&T Committee treats a contract as confidential information and it is only used to verify your P&T clock; it is not discussed it outside of our deliberations.

At the time of review for tenure and/or promotion, a candidate may wait to upload their contract until files close to all but the candidate. Thus, colleagues writing colleague appraisals (who will probably be given access to the eFile) will not be able to see the contract, but the P&T Committee will be able to see it as required.

**Where do I go to view my departmental guidelines?**
Approved guidelines are posted online here: https://www.linfield.edu/faculty/departmental-guidelines.html
Draft guideline discussion boards are provided on Blackboard under "Courses" as: Dept_Guide_Drafts: Discipline-Specific Guidelines Drafts

**My colleagues can't see eBinder Two!**
Participants cannot view an eBinder until it has content.