

Iowa State University
Department of World Languages and Cultures
30 April 2014, revised 30 November 2016

Statement on electronic submission of templates and supporting materials in departmental review procedures.

It is the consensus of the current WLC FEC that electronic submission of CVs, templates and supporting materials via the CyBox file server in review procedures for all faculty members is desirable. The WLC chair and certain faculty (from the language section and/or the FEC and/or an associate chair) will require access to the materials depending on the case. Ensuring that only the appropriate faculty members have access to such materials is paramount.

All faculty undergoing review in WLC are required to upload their CV, appropriate template or Tab, and all supporting materials to the CyBox server using a clear folder and file structure that follows the organization of the review template. Samples for the organization of your CyBox folder are available in the document, "Samples for CyBox Folder Organization of Evaluation Materials."

Annual Evaluation templates and CVs should also be emailed to Amanda Runyan (runyan@iastate.edu) by the deadline: templates as a Word document with your last name + first name + AE + year, e.g. SmithJohnAE2016.docx; and CVs as a PDF, e.g. SmithJohnCV2016.pdf.

Each faculty member must create his/her/their own folder in CyBox, name it with your Last Name, First Name, evaluation type, and year if appropriate. For example: Smith Joan AE 2016, Smith John PTR 2011-16, Smith Joan Preliminary Review, Smith John P&T, Smith Joan Promotion to Senior Lecturer, Smith John Promotion to Full Professor. [abbreviations: AE Annual Evaluation, PTR Post Tenure Review, P&T Promotion and Tenure]

-TT faculty give WLC chair Chad Gasta access to their folder as a CO-OWNER;

-NTE faculty give both the WLC chair Chad Gasta and assistant chair Margaret Mook access to their folder as CO-OWNERS.

Once the evaluation submission deadline is reached and for the duration of the review process:

-the WLC chair will remove the faculty member's ownership from the folder of TT faculty members,

-the associate chair will do so in the case of NTE faculty.

The WLC chair will grant access to the appropriate FEC members as relevant for TT faculty and the associate chair will grant access to appropriate TT section faculty and/or FEC members in the case of NTE faculty.

When the review process is complete, the faculty member will again be granted access to the folder by the WLC chair (TT) or associate chair (NTE) and the faculty member should then **remove** the WLC chair / associate chair as co-owner(s).