Seattle University
Committee for Librarian Evaluation and Promotion

VI. Electronic Promotion File Guidelines

Electronic File Submission Guidelines for Library Faculty

The following guidelines are to assist in the preparation of librarian candidate files for electronic submission. These guidelines should be read in conjunction with the CLEP *Guidelines for File Preparation and Presentation*.

❖ Begin by creating the electronic folder system that you will use for your documents. There should be a folder for each of the four main sections listed below. Note that folder II-Actions-Recommendations will be used by CLEP to gather recommendations and documents added by the Committee.

      I-Intro-CV
      II-Actions-Recommendations
      III-Annual Evaluations
      IV-Supporting Documentation
            IV.A Professional Responsibilities
            IV.B-Scholarly Activity and /or Professional Development
            IV.C-Service to the Library, University, Profession, and Community
            IV.C-Miscellaneous Supporting Documents

❖ Excessive use of subfolders is to be avoided. For example, the documents that complete the folder I-Intro do not need to be placed in subfolders.

      I-Intro CV
            Table of contents
            Statement of Qualifications
            Curriculum Vita
            Position Description
      II-Actions-Recommendations
      III-Annual Evaluations
      IV-Supporting Documentation
            IV.A-Professional Responsibilities
            IV.B-Scholarly Activity and/or Professional Development
            IV.C-Service to the Library, University, Profession, and Community
            IV.C-Miscellaneous Supporting Documents

❖ Subfolders, as identified above, should be used within folder IV—Supporting Documentation. Additional sub-subfolders can be used with discretion when the number of documents would make reviewing unwieldy.

For example, in subfolder IV.A-Scholarly Activity and /or Professional Development, if you have a number of bibliographies, a range of teaching materials, and a number of publications, you may wish to have sub-subfolders named "Bibliographies", "Teaching Materials", and "Publications". Note that these are examples—depending on your supporting documents you may choose to use different categories/sub-subfolders or may choose not to employ additional sub-subfolders.

> I-Intro-CV
> II-Actions-Recommendations
> III-Annual Evaluations
> IV-Supporting Documentation
> > IV.A. Professional Responsibilities
> > IV.B. Scholarly Activity and/or Professional Development
> > > IV.B.1- Bibliographies
> > > IV.B.2-Teaching Materials
> > > IV.B.3-Publications
> > IV.C-Service to the Library, University, Profession, and Community
> > IV.D-Miscellaneous Supporting Documents

❖ Subfolder IV.D-Miscellaneous Supporting Documents is an optional subfolder. See the CLEP *Guidelines for File Preparation and Presentation* for more information.

❖ Gather the documents that will be included in your file. Review the documents in each folder listed below and organize them accordingly.

❖ Save electronic copies of your documents for submission in PDF format. Documents should not be in PDF/A, Word, Excel or other formats. Either scan hard copies or convert existing electronic ones originally created in other formats. Do not encrypt the files. Documents of a personnel nature (those in folders I, II and III) will be encrypted by the CLEP Chair as the documents are placed on the T-Drive. This encryption will prevent anyone from being able to alter, delete or print your documents, and restrict the people who may view your documents. Supporting documents in Folder IV will not be encrypted.

Include headers/titles on each document submitted to correspond with the naming conventions noted below. File names, but not folder names, should include the candidate's last name. Headers/titles shall include the document title and the candidates first and last name.

❖ Documents corresponding to the items in Column 1 of the chart below are to be named in the manner shown under "File Name" in Column 3, including your Last name as shown. Save your PDF documents into the folders you have created.

❖ Submit your completed file to the CLEP Chair using a thumb drive or a CD.

❖ Once your file has been submitted and the formal review process has begun, additions to your file may not be made without the written consent of the CLEP Chair.

Folder or Document	Description	File Name
FOLDER I	**Introductory Statement and Vita**	**I-Intro-CV**
Document I.A	Table of contents	I.A-Last[1]-Table of Contents
Document I.B	Statement of Qualifications	I.B-Last-Statement
Document I.C	Curriculum Vita	I.C-Last-CV
Document I.D	Position Description	I.D-Last-Position
FOLDER II	**Library actions and recommendations (added by CLEP)**	**II-Actions-Recommendations**
Document II.A	Dept. Head recommendation	II.A-Last-Department Head
Document II.B	CLEP recommendation	II.B-Last-CLEP
Document II.C	Dean of the Lemieux Library or Law Library Director's recommendation	II.C-Last-Dean of the Lemieux Library *OR* II.C-Last-Law Library Director
Document II.D	Law School Dean's recommendation (only for Law candidates)	II.D- Last-Law School Dean
Document II.E	Solicited evaluative letters	II.E1-Last-Solicited Eval II.E2-Last-Solicited Eval
FOLDER III	**Annual Evaluations**	**III-Annual Evaluations**
Document III.A	Annual Evaluation (most recent)	III.A-Last-Annual Eval (date)
Document III.B	Annual Evaluation (1 year previous)	III.B- Last-Annual Eval (date)
Document III.C	Annual Evaluation (2 years previous)	III.C- Last-Annual Eval (date)
Document III.D	Annual Evaluation (3 years previous)	III.D- Last-Annual Eval (date)
Document III.E	Annual Evaluation (4 years previous)	III.E- Last-Annual Eval (date)
FOLDER IV	**Supporting Documentation**	**IV-Supporting Documentation**
Subfolder IV.A	**Professional Responsibilities**	**IV.A-Prof resp**
Document IV.A.1	**Prof responsibility statement/list**	IV.A.1 – Last- Prof resp Statement/List
Document IV.A.2	(descriptive name)	IV.A.2 – Last- (descriptive name)
Document IV.A.3	(descriptive name)	IV.A.3 – Last- (descriptive name)
(more as needed)		

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[1] "Last" refers to the last name of the candidate

Subfolder IV.B	Scholarly Activity and /or Professional Development	IV.B-Prof and scholarly activity
Document IV.B.1	Prof and Scholarly Activity Statement/List	IV.B.1 – Last- Activity Statement/List
Document IV.B.2	(descriptive name)	IV.B.2 – Last- (descriptive name)
Document IV.B.3	(descriptive name)	IV.B.3 – Last- (descriptive name)
(more as needed)		

Subfolder IV.C	Service to the Library, University, Profession, and Community	IV.C-Service
Document IV.C.1	Service Statement/List	IV.C.1 – Last- Service Statement/List
Document IV.C.2	(descriptive name)	IV.C.2 – Last- (descriptive name)
Document IV.C.3	(descriptive name)	IV.C.3 – Last- (descriptive name)
(more as needed)		

Subfolder IV.D*	Miscellaneous Supporting Documents	IV.D-Miscellaneous
Document IV.D.1	(statement/list)	IV.D.1 – Last- (descriptive name) statement/list
Document IV.D.2	(descriptive name)	IV.D.2 – Last- (descriptive name)
Document IV.D.3	(descriptive name)	IV.D.3 – Last- (descriptive name)
(more as needed)		

*This is an optional subfolder. See the CLEP *Guidelines for File Preparation and Presentation* for more information.

Below is a representation of naming conventions for sub-subfolders employed within subfolder IV.A. The use of and number of subfolders and naming of sub-subfolders/files will be determined by the candidate according to the supporting documents she/he is presenting. Sub-subfolders are not required, but may be employed when needed for clarity.

FOLDER IV	Supporting Documentation	IV-Supporting Documentation
Subfolder IV.B **Sub-subfolder IV.B.1**	**Scholarly Activity and/or Professional Development** **Bibliographies**	**IV.B-Prof and scholarly activity** **IV.B.1-Bibliographies**
Document IV.B.1.1	(descriptive name)	IV.B.1.1- Last- (descriptive name)
Document IV.B.1.2	(descriptive name)	IV.B.1.2- Last- (descriptive name)
Document IV.B.1.3	(descriptive name)	IV.B.1.3- Last- (descriptive name)
(more as needed)		

Electronic File Submission Guidelines for the CLEP Chair

❖ At the start of the academic year, contact the Provost's Office of Faculty Services (currently Sandra Brierly at 206-398-4422) to create a space on the T-Drive with the appropriate permissions. The file structure should be as follows

        CLEP
                Law
                        Candidate Name
                Lemieux
                        Candidate Name

❖ Permissions for the folders should be as follows:

The Provost's office shall have access to all folders/files.

Current members of the CLEP Committee shall have access to all folders/files for the candidate(s) being reviewed during their year of service.

The Dean of the Lemieux Library shall have access to all Lemieux Library candidate files.

The Law Library Director and the Law School Dean shall have access to all Law Library candidate files.

❖ At the time that the T-drive folders and permissions are established, the CLEP Chair shall ask the Provost's office for the password set to be used for encryption for the current academic year.

❖ Upon receipt of the materials from the candidate(s), the CLEP Chair shall upload the documents to the appropriate folders on the T-Drive. The documents should be encrypted using Acrobat Pro at that time. Two levels of encryption should be added to the documents, using the password set provided by the Provost's office.

The first password will restrict access to the files generally. This password will be shared with all current members of the CLEP Committee, the Dean of the Lemieux Library, the Law Library Director, the Law School Dean, and the Provost's office. This password shall be identical for all candidates being considered in a particular year.

The second password will restrict the ability to print or modify the files. This password should be kept by the CLEP Chair.

❖ After the materials have been uploaded, the thumb drive (or CD) shall be returned to the candidate for safekeeping.

❖ Once the files have been accepted by the CLEP Chair for review, additions cannot be made without the Chair's written consent.

❖ Documents in Folder II – Actions-Recommendations should be labeled following the chart below.

Folder or Document	Description	File Name
FOLDER II	**Library actions and recommendations (added by CLEP)**	
Document II.A	Dept. Head or Supervisor recommendation	II.A-Department Head
Document II.B	CLEP recommendation	II.B-CLEP
Document II.C	Dean of the Lemieux Library or Law Library Director's recommendation	II.C-Dean of the Lemieux Library *OR* II.C-Law Library Director
Document II.D	Law School Dean's recommendation (only for Law candidates)	II.D- Law School Dean
Document II.E	Solicited evaluative letters	II.E1-Solicited Eval – (last name) II.E2-Solicited Eval – (last name)

❖ Once the Committee has finished its review of the files and drafted its recommendation (and no later than October 20th), contact the Provost's office to change the permissions on the T-drive, removing access for all members of the CLEP Committee except the Chair.

❖ Upon receipt of the additional recommendations from the Dean of the Lemieux Library or the Law Library Director and the Law School Dean, the CLEP Chair shall encrypt these documents and add them to the appropriate folders.

❖ Once the additional recommendations have been added, and no later than Dec. 15th, the CLEP Chair shall notify the Provost's office that the file is ready for their review.

Hard Copy Documents Required
The following documents must be submitted in hard copy by the CLEP Chair to the Provost's Office at the same time as the electronic files are submitted. They should be printed double-sided when possible.
- Recommendation Letter from the Dean of the Lemieux Library or the Law Library Director
- Recommendation Letter from the Law School Dean (if applicable)