

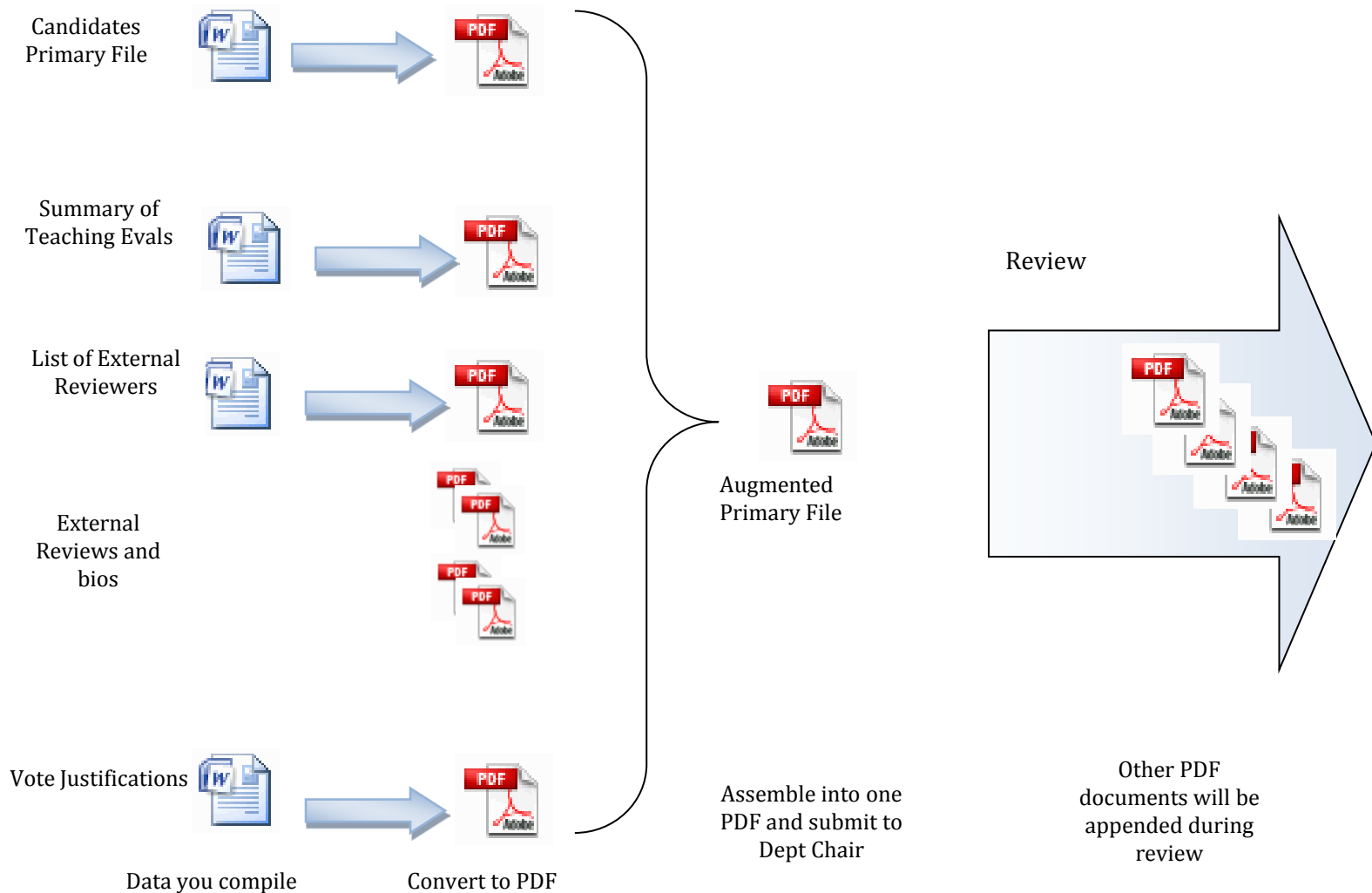
Preparation of T&P Files for Electronic Submission & Review

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Composition of Electronic T/P File



Electronic file review process using Blackboard

President

UCTP BB site

→ UCTP
 appends UCTP justification, updates vote tally, submits to President

Provost BB site

Provost retrieves file from Blackboard, writes and appends letter(s), updates vote tally, submits to UCTP

Dean BB site

Dean retrieves file from Blackboard, writes and appends letter(s), updates vote tally, submits to Provost via Blackboard

Chair BB site

Department Chair retrieves file from Blackboard, writes and appends letter(s), updates vote tally, submits to Dean via Blackboard

Other letter writers (submitted to Dean)

Other letter writers (submitted to Chair)

Unit T&P Committee Chair (and/or assistant) Assembles PDF document from files collected from candidate, external reviewers. Posts to Blackboard for unit-level review

Unit BB site

Unit T&P Committee Chair (and/or assistant) Appends votes/justifications to file and submits to Department Chair Blackboard site for review

Candidate sends PDF file to T&P Chair

External Reviewers (submit PDF letters via email to T&P Chair)

Unit Faculty or Select Committee Reads file on Blackboard, submits PDF votes by email

Other letter writers (submit PDF to T&P Chair)

PDF document process

Candidate's Primary File will be submitted as a single PDF document created from a Word document template.

LastName, FirstName

TEACHING
Summary of Courses Taught

Course Designator	Course Title	Enrollments by Term																		
		2008 Fall	2009 Spring	2009 Fall	2010 Spring	2010 Fall	2011 Spring	2011 Fall	2012 Spring	2012 Fall	2013 Spring									

Supervision of Student Research

Post-doctoral Students

Name	Year	Title or Topic

Doctoral Students

In Progress

Name	Year	Title or Topic

Completed

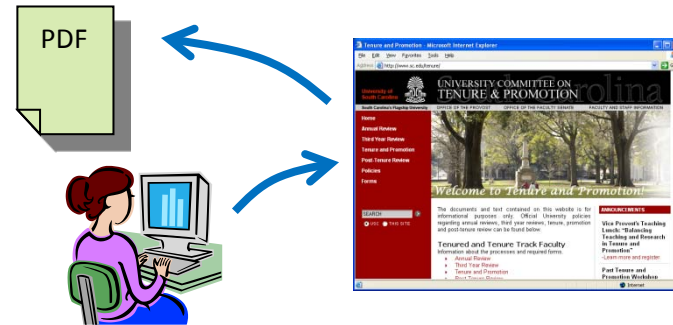
Name	Year	Title or Topic

Masters Students

In Progress

Name	Year	Title or Topic

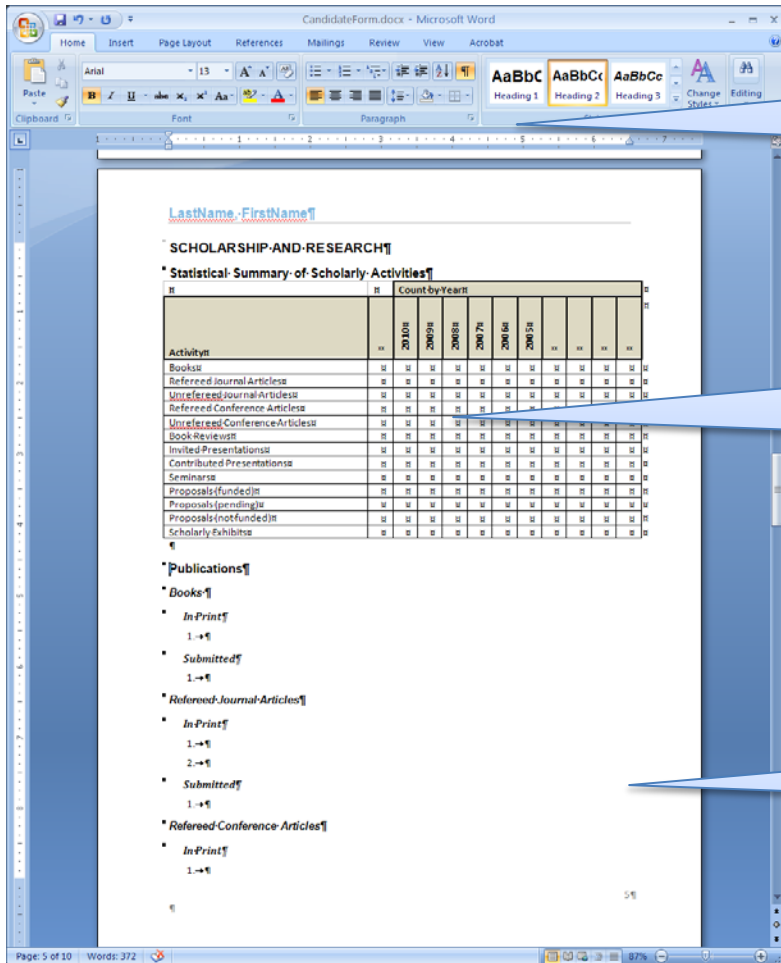
LastName, FirstName



Other contents (faculty vote justifications, external review letters, chair or dean statements, etc) will be appended to the original PDF file as they are received. The PDF file will be bookmarked and searchable.

File review process will be electronic, using Blackboard to manage review and submission of documents

Document Templates



Pre-defined styles for headings, data fields, etc

Tables for summary data

Aim for speedy and user-friendly entry of data in an attractive layout.

Bookmarks will aid navigation

UCTP will supply the “master template”, but this can be customized by any unit by deleting any sections that are irrelevant to that unit.

Data Format Options

The screenshot shows a Microsoft Word document with several data formats. A red circle highlights the 'List Style' dropdown menu in the ribbon, which is currently set to 'List Style'. A red arrow points from this circle to the 'List Style' dropdown in the document. The document content includes:

- Smith, Jack → Energy Efficiency of Electronic Stuff → 2005 → 2007
- James, Henry → The electronic stuff of energy efficiency → 2003 → 2005
- Chen, Jain → Electronic stuff → 2001 → 2003

Doctoral Students in Progress

- Jones, John → Theory of energy efficiency in electronic stuff → 2005
- Chen, Elias → Theoretical underpinnings of energy efficiency in electronic stuff → 2004

Doctoral Students Completed

Vilar, Zimin Wu	Effect of Large Load Disturbances on a Limited-size AC Power System including a High-Speed Turbo-generator	2007
Kondratiev, Igor	A Synergetic Control for Parallel-connected DC-DC Buck Converters	2005

Master Students in Progress

James, Harry	Theory of stuff electronic	2007
Smith, Jane	Other electronic stuff	2004

Masters Students Completed

- Smith, Henry → Energy Efficiency → 2005 → 2007
- James, Jain → Electronics → 2003 → 2005

Handwritten annotations in red:

- 'Tabbed text' with an arrow pointing to the 'List Style' dropdown.
- 'TABLE' with an arrow pointing to the 'Doctoral Students Completed' table.
- 'Excel spreadsheet' with an arrow pointing to the 'Master Students in Progress' table.

Candidates can use several pre-defined formats or tables, as they deem most convenient, or create data formats that better present their own data.

Key Points

- The templates are intended to SAVE you time, not COST you time. Use them that way. We're trying to help with formatting so that you can concentrate on content
- Install Office 2007 to benefit from the Style Ribbon, then use it
- Where appropriate, choose among format or entry options whatever is easiest for you – table, tabbed paragraph, etc.
- Create bookmarks in the PDF file for rapid navigation