# RECOMMENDED ELECTRONIC/QSHARE RENEWAL, TENURE AND PROMOTION (RTP) FILE PROCESS

The process outlined below is recommended. Units can modify the workflow as long as the final result to the Provost's Office is electronic submissions numbered according to the *RTP Checklist for QUFA Faculty Members* and confidentiality is maintained throughout the process.

1) Setting up the QShare

- **Log into QShare using your Net ID and password:** qshare.queensu.ca
- Each Faculty Office will set up a QShare for RTP Electronic Submissions
- In Departmentalized Faculties, a separate folder will be created for each Department **by the Faculty Office**, and the Faculty Office will give the appropriate staff person administrative access to their respective folders (please email your staffing officer if you expect to receive RTP files this year)
- Create subfolders for each RTP applicant
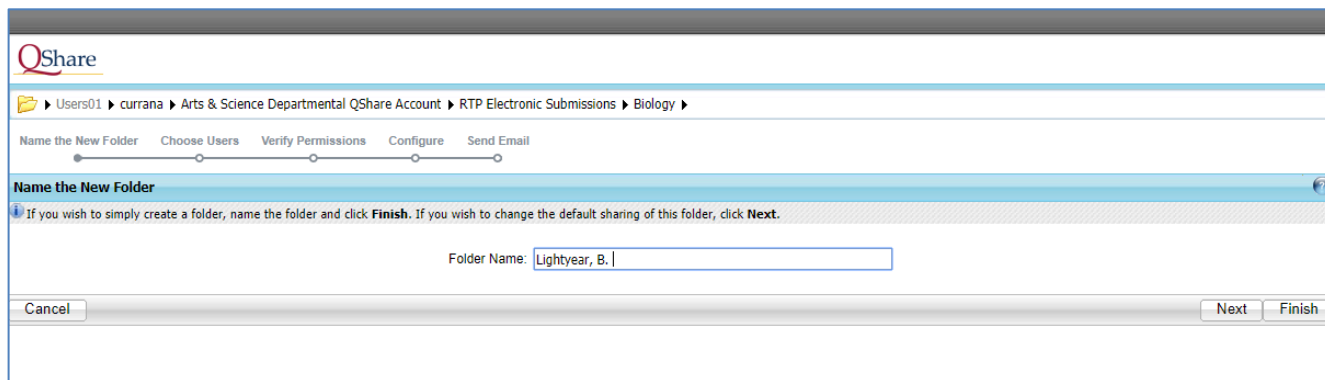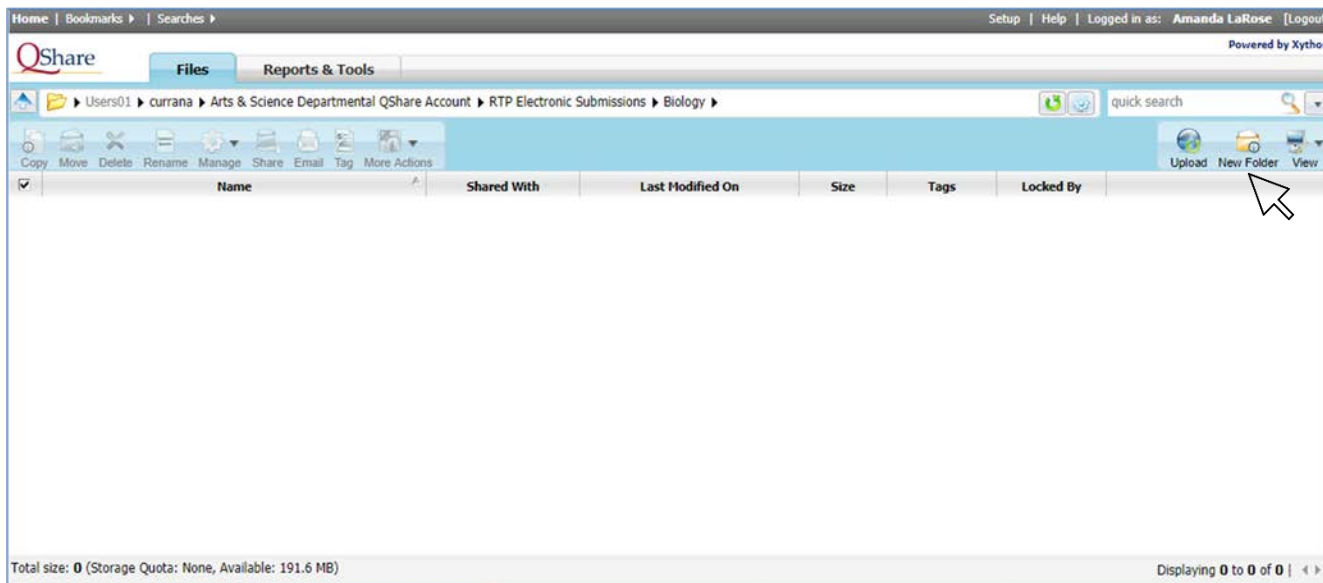
2) Faculty Members application submission (Deadline: August 15)

- Faculty Members should submit their RTP application (materials as per Article 30.9.1) by electronic copy using QShare, USB drive, secure attachments to emails or another form of electronic submission. Note that regardless of the method of submission, files will be distributed by QShare
- If the applicant is unable to provide the documents electronically, the Department/Faculty Office shall provide assistance and scan the required documents
- It is preferred that documents are submitted as Adobe (pdf) and/or Word files. Files must be contained in one folder per person and follow the order and naming convention outlined in the *RTP Checklist for QUFA Faculty Members*
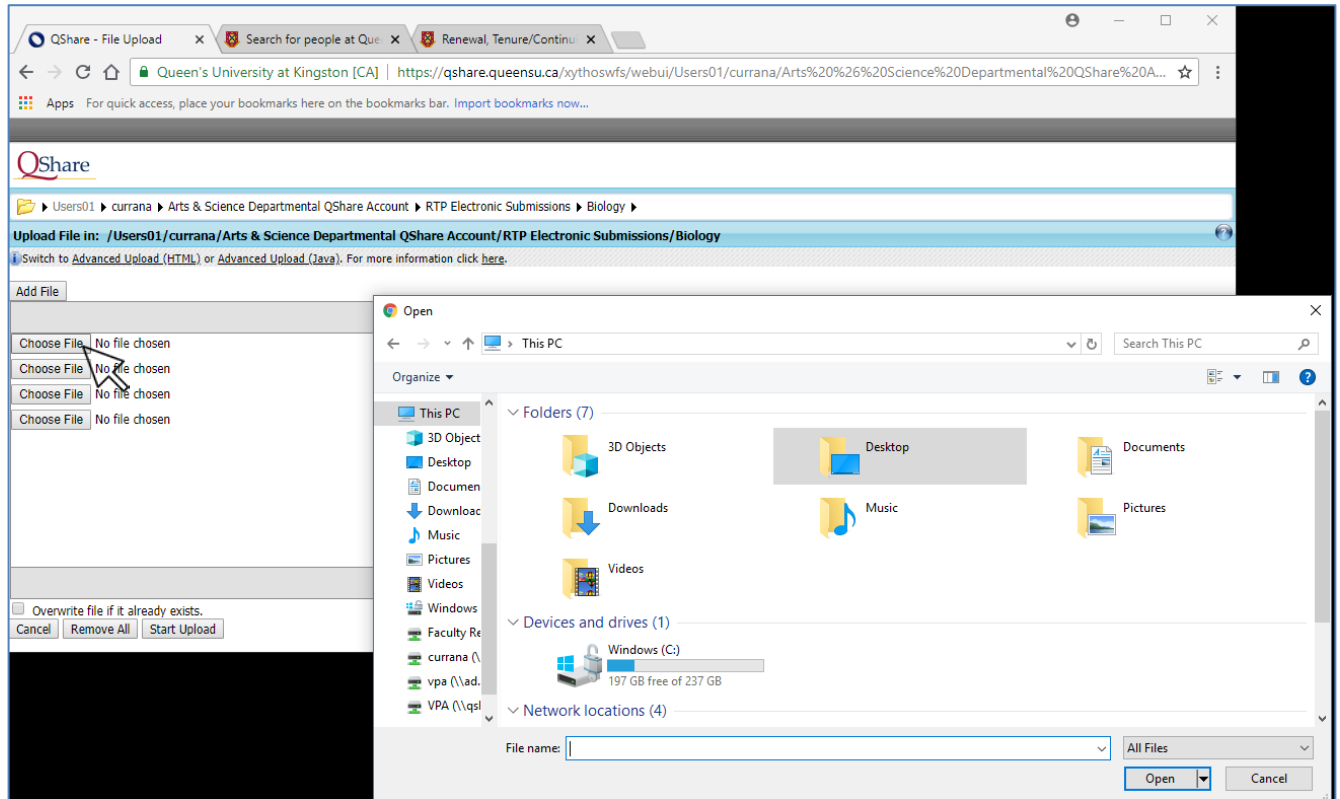

EFFICIENCY TIP: Map QShare as a network drive to avoid logging in through the QShare web interface each time you need to upload and edit documents. Note: In order for QShare to work properly, you **must configure Xythos** onto your computer: http://www.queensu.ca/its/qshare/groups-accounts/xythos-drive-client. Queen's IT will be able to assist with this.

3) Sending the file to Referees (Deadline: August 15 or as soon as possible)

- The appropriate material (according to Article 30.8.11) shall be sent by the RTP Committee Assistant to the referees using a password-protected and time-limited QShare ticket.
    - *30.8.12: Referees must submit their letters **to the Unit Head's office staff**. The Unit Head shall only access referee letters upon receipt of a recommendation from the Committee in accordance with Article 30.14.6. If a selected referee does not submit a letter, the Unit Head shall solicit a letter from another referee on the proposed list of referees developed pursuant to Articles 30.8.6 through 30.8.9. Should a letter from the previously selected*

referee be subsequently received, whichever letter arrives first shall be placed in the file and the other letter shall be excluded from the file.

- When a referee has requested anonymity, ensure that <u>only the masked version</u> of the letter goes into the electronic file; the letter is to remain masked for the entire process
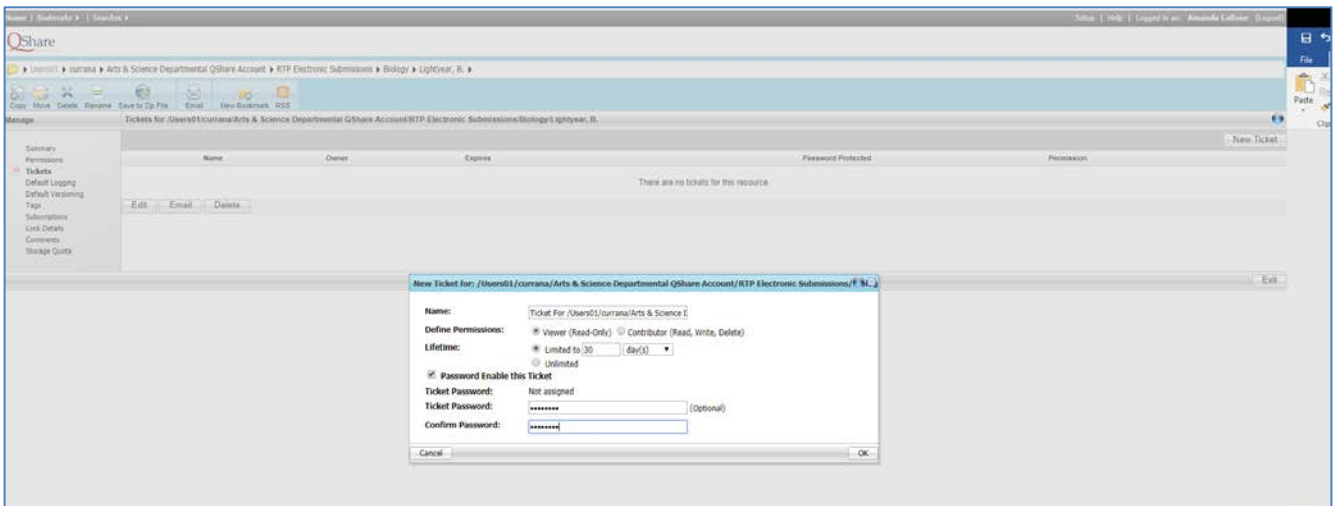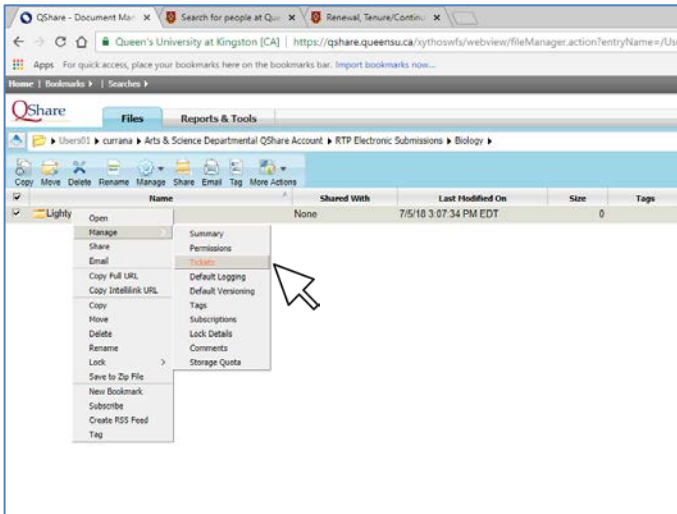
4) Sending File to Colleagues (Deadline: September 15) and requesting student letters

Files sent to colleagues **must be encrypted PDF document(s). Please note that only the files sent to colleagues will require this encryption** (see document *How to encrypt PDF files*).

- Send ticket link and password to all colleagues (and if applicable, the cross/joint appointed departments), advising them that they will require a **second password** to open the file – colleagues should email the RTP Committee Assistant to request the second password. **Colleagues are to be provided with the password that opens the document, but not the password that restricts editing and printing**

<mark>EFFICIENCY TIP</mark>: Using Adobe Acrobat Pro, combine a member's entire application file into <u>**one**</u> PDF document. Use <u>bookmarks</u> to separate each item, and encrypt the full PDF, rather than encrypting each document separately. Use separate folders and tickets to send the appropriate documents to referees and colleagues.

- Request letters from current and former students. Students are not provided with the applicants RTP file. Student letters shall be received electronically, **masked**, and uploaded to the electronic file

5) Compiling the RTP file - Additional material from the Official File (Deadline: October 15)

- Material from the Official File (30.12.1) shall be added to the electronic file on QShare
- If at any point in the process the applicant or Dean adds sufficiently significant additional/new material, this material must be added to the QShare and the faculty member must be notified and given access if requested (Article 30.13.4 & 30.13.5)
- Referee letters, colleague letters, and **masked** student letters should be added to the electronic file

The electronic file will need to be compiled in the same order as the *RTP Checklist for QUFA Faculty Members* (items 1-3 noted in checklist will not have been received yet). **Ensure that the file is complete. All documents required in <u>sections 4-12 of the checklist should be in the file at this point</u>**

6) File to the RTP Committee (Deadline: November 15) & Department Head (if applicable) (Deadline: December 15)

- The RTP Committee will be given access (either through permissions or ticket link) to review the electronic RTP file
- Once the RTP Committee meets and formulates their recommendation, the RTP Committee's recommendation will be added to the electronic file*****
- The Department Head will be given access (either through permissions or ticket link) to review electronic RTP file, and the Department Head's recommendation will be added to the electronic file*****
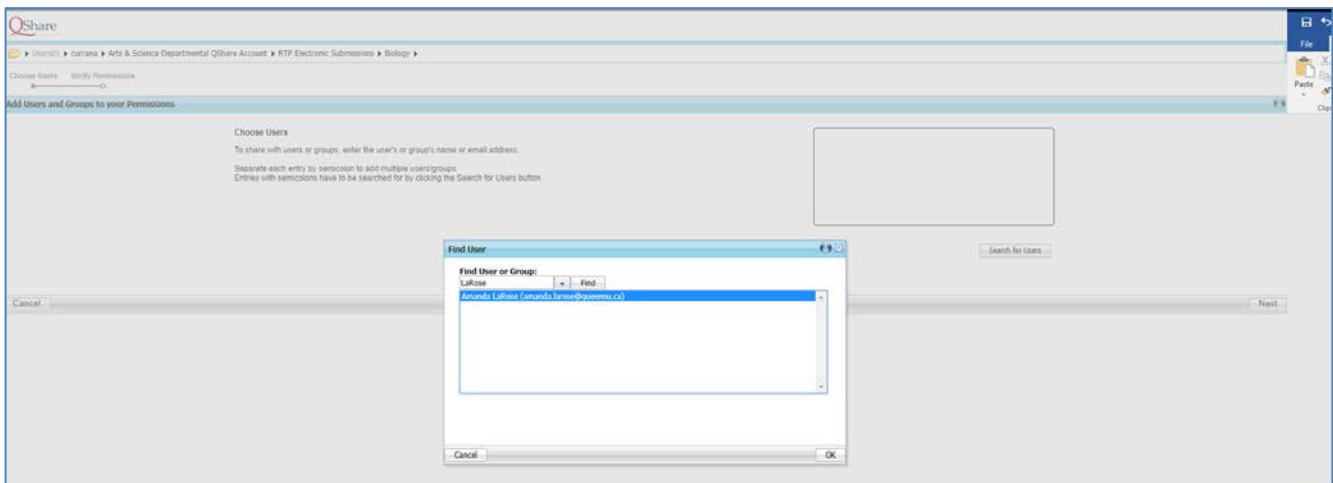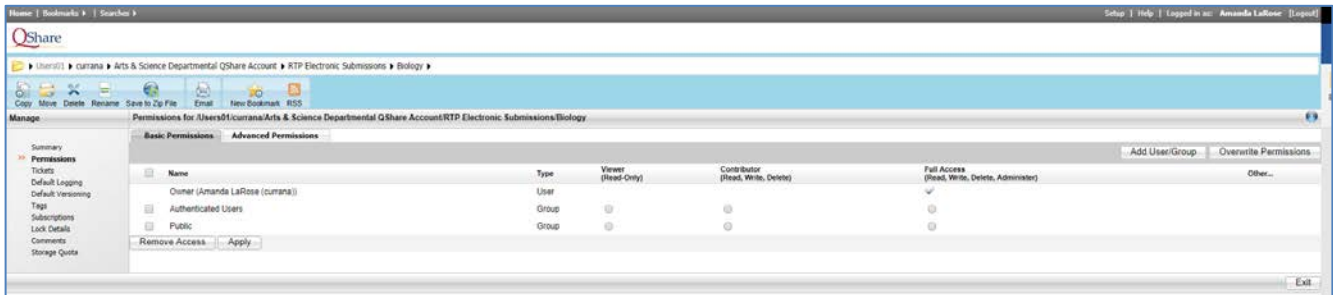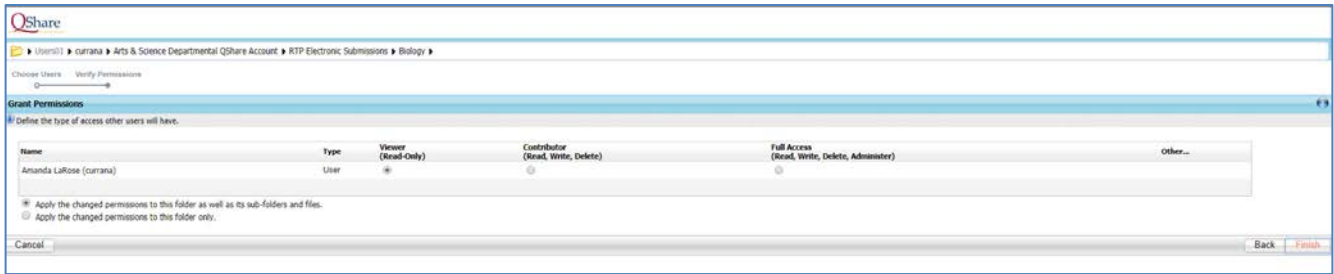
7) The file to the Dean – (Deadline: December 15 /January 15)

- The RTP Committee Assistant will inform the Faculty Office that the file is ready for review by the Dean
- The Dean (or Associate/Vice Dean as appropriate) will be given access (either through permissions or ticket link) to review electronic RTP file and their recommendation letter will be added to the file *****

8) The file to the Provost's Office – (Deadline: March 1)

- Staffing Officers will give the Provost's Office access to the QShare on March 1st
- At this point, the *RTP Checklist for QUFA Faculty Members* must also be included in the file on QShare
- The Provost's Office will copy the files from the faculty office QShare account into a new Provost's Office QShare account

9) UPAC Committee

- The promotion to Professor files will be shared as a password-protected, time-limited ticket link with the University Promotion Advisory Committee (UPAC)

*Note on faculty member access to file:

Faculty members are able to view their file and are allowed a specific number of days to respond to any emerging negative recommendation and the final recommendation, and their response is to be added to the electronic file (see CA for specific timelines). If at any point in the process the Faculty Relations Office (FRO) responds to a member's interpretation of the CA or past practice, the FRO response should be uploaded to the electronic file (Article 30.13.6).