

Instructions for Uploading Promotion & Tenure Casebooks 2023-2024 promotion cycle

Steps in the Process

Responsibility

Step 1: File Preparation

- Create a unique bookmarked PDF file for each promotion case labeled with the faculty member's last name/first name and includes: UNIT
 - Bookmark and label the different sections of the promotion casebook, including a page count for each section (please do not list the last page of each section). Additionally, include a last page bookmark, along with the last page number (last page - 100) of the casebook.
 - After the bookmark with the External Reviewers' credentials (see [Attachment G in the guidelines](#)), also bookmark each external review letter and include the reviewer's credentials/bio from Attachment G (place the bio in front of the review letter as a separate page). For example: Reviewer A bio and letter (# pages), Reviewer B bio and letter (# pages), etc.
 - Note: All pages in the promotion casebook are to be in portrait position.
 - Note: A table of contents and a cover sheet for each section is not necessary.

- Create an Excel "metadata" file containing the following information for EACH casebook: UNIT
 - Last Name, First Name
 - Employee ID
 - Track
 - School/College/Unit
 - Department and/or Division
 - Current Title (including tenure status)
 - Promotion Title (including tenure status)
 - Joint/Additional Appointments (including tenure status)
 - Dean(s)/Director(s)
 - Department Chairs

- Create a unique PDF file containing the unit criteria for each promotion track (*Instructional Tenure Track, Clinical Instructional Track, Research Professor Track*). UNIT

- Create a unique PDF file of the signed summary memorandum from the dean/director and any attachments. UNIT

Step 2: Upload files to Dropbox by **February 14, 2024**

- Upload the PDF casebook file(s) (both positive and mandatory negative tenure): UNIT
 - Select the folder named "Your Unit Name" Promotions
 - Select the appropriate folder (Instructional/Clinical/Research)
 - Place the PDF file(s) within the appropriate folder(s)
 - Upload the Excel "metadata" file
 - Upload the PDF unit criteria
 - Naming convention: **school/college/unit name-file name-year (e.g., Nursing-Tenure Track Criteria-2023-24)**
 - Upload the signed PDF summary memorandum from the dean/director

Step 3: Preliminary review of casebooks by Academic Human Resources (AHR)

- Email AHR (trendell@umich.edu) when the files are available and uploaded to Dropbox. UNIT
AHR
- AHR reviews the PDF casebooks:
 - If complete, updates status sheet of promotion cases. AHR
 - If incomplete, AHR will notify the unit of missing information.
Unit is responsible for re-uploading corrected file(s)
- Once all casebooks have been reviewed by AHR, confirmed to be complete, and fully uploaded to Dropbox, AHR will email the provost office the list of names certifying that the electronic cases have been reviewed and are complete as of a certain date.

Step 4: Final Promotion Recommendations from the Unit to AHR

- Upload to Dropbox final signed Promotion Recommendations (Instructional Tenure Track only) by the deadline of **February 14, 2024**. UNIT

If you have questions or need someone added to your unit's Dropbox folder, please contact:
Provost.Fac.Acad.Affairs.Admins@umich.edu

If you have questions on how to use Dropbox, please contact the ITS Service Center or go to:
<https://its.umich.edu/communication/collaboration/dropbox/training>