

Annual Faculty Peer Review

Electronic Submission of Faculty Information Forms

Beginning in January 2017, Faculty Information Forms will be submitted online. All policies and procedures for [Annual Faculty Peer Review](#) still apply. This electronic submission method will streamline the process of sorting, filing and redistributing Faculty Information Forms performed by Pam Ellis in Dean Cox's office. Faculty Information Forms will continue to be made available only to those members normally involved in Annual Faculty Peer Review (Dean, Academic Dean, Division Chair, Faculty and Instructor Peer Review committee members).

Here is how it works:

- The Faculty Information Form should be submitted as a single .pdf document.
- Supporting documentation is not required for Annual Faculty Peer Review; if you wish to submit supporting documentation, you may do so either in a binder submitted to Dr. Cox's office, or by submitting a single .pdf document.
- Title your FIF: YourLastName YourFirstName FIF Year
 - (Example FIF: Hammond Lisa FIF 2016)
- Title supporting documents (if desired): YourLastName YourFirstName docs Year
 - (Example documents: Gardner Fran docs 2016)
- Convert your document(s) to a single .pdf file for the FIF and a single .pdf file for the supporting documents (if desired).
- You will receive an email providing the upload links for FIFs; this email will include three links, one each for division – BBC&E, Humanities, and MSN. Please upload your FIF (and supporting documents if desired) using the appropriate link for your academic division.
- You will receive an email reminder of the due date including submission links on the usual schedule that Dr. Cox sends FIF reminders. This should arrive early to mid-December.
- Once you have submitted your document(s) you will immediately see a confirmation screen in your browser. You will also receive a confirmation email from Dropbox showing the titles of the files you uploaded. It may take a few minutes for the email to arrive. You will not be able to access the documents from Dropbox again, as they are confidential.
- If you inadvertently submit an incorrect version of your document, please upload the correct version named YourLastName YourFirstName FIF Year corrected.
- FIFs are due 31 January each year. The link won't close after the deadline, so FIFs can be submitted late, but please make every effort to submit on time.

Some things to know:

- You don't need a Dropbox account.
- You don't need Acrobat Pro to create a pdf (File > Save As > .pdf format)
- Submit only ONE pdf file for the FIF.

- Submit only ONE pdf file for documentation (if desired).
- Links will be emailed only and not posted online; save the email with instructions.
- A reminder will be sent close to the deadline.

If you choose to submit Supporting Documentation electronically:

- You will need Acrobat Pro to combine multiple documents (for example, teaching evaluations, pdfs of articles or emails from journals).
- If you need Acrobat Pro, request from Blake Faulkenberry.
- Antonio Mackey and Brian Canty are available to provide access to Acrobat Pro and support for combining and bookmarking multiple documents. Please make an appointment.

**If you have questions please contact
Lisa Hammond (6-7044), Fran Gardner (6-7045) or Pam Ellis (6-7101)**