



Creating the Electronic Dossier

The current method of submitting documents for review is via a Moodle Project site. Faculty can login to moodle.uncc.edu, select Projects on the left and then select their individual RPT Project Site. This can be accomplished from a faculty member's office computer or from off campus using just a web browser. The Office of Information Technology will provide training for faculty on document preparation and uploading them to the Moodle site. Some documents will be generated and uploaded by the Department Chair into a specific location that on the Moodle site. The faculty member cannot access documents posted by the Chair or committee members. The current site structure is shown in the image below. It is broken into sections for instructions, dossier, department chair, committees and the Dean.















The Instructions Section

Instructions for submitting electronic dossier










-  [Standards for documents to be uploaded](#)
-  [Fix text orientation](#) 

The Faculty Dossier Section




Dossier

- I - Vita
 -  [Vita](#)
- II - Candidate's narrative statement/self assessment
 -  [Overview](#)
 -  [Teaching](#)
 -  [Research](#)
 -  [Service Outreach Engagement](#)
- IV - Materials Relevant to Teaching
 -  [Course Syllabi](#)
 -  [Chart – Teaching assignments](#)
 -  [Chart- Ccourse & curriculum contributions](#)
 -  [Chart of program advising, master's and doctoral committee service](#)
- V - Materials Relevant to Research
 -  [5 Research Publications](#)
 -  [Chart- Published and in press work, including evidence of quality and impact](#)
 -  [Chart – Works in progress](#)
 -  [Chart - External Funding](#)
- VI - Materials Relevant to Service Outreach Engagement
 -  [Description of 5 most significant service contributions, with evaluation of quality and impact](#)

The Department Chair Section

Department Chair Documents
Prior Evaluations
 Copies of prior annual evaluations (3 years)
 Copies of prior reappointment, promotion and tenure recommendations of Dean (if applicable)
Teaching
 Student Evaluations of Instruction
 Peer Observation reports
 Survey of students for whom candidate has provided guidance
Research
 Chart of external reviewers: Research
 External review letters: Research
Service
 Chart of external reviewers: Service/Outreach/Engagement
 External review letters: Service/Outreach/Engagement

The Committees Section and Dean's Section

Department Review Committee
 Recommendation Letter
College Review Committee
 Recommendation Letter
Dean's Documents
 Recommendation Letter

In order to maintain ease of use and functionality, faculty and department chair documents need to conform to standards.

Some file standards to adhere to are:

- All files must be PDF format
- File names should be descriptive of the evidence

- Each evidence should be a single file
- All text should be oriented correctly for readability
- File size should be kept to minimum, especially on scanned PDFs