UNIVERSITY OF SOUTHERN MAINE
GUIDELINES FOR ELECTRONIC SUBMISSION
OF PROMOTION AND/OR TENURE APPLICATIONS

In the interest of conserving paper and other resources, ALL candidates for tenure and/or promotion to Associate Professor or Professor are required to submit their faculty personnel applications (also known as dossiers) in electronic format. The electronic application will be made available to the Deans, the Provost and his staff, and the President at a limited access Blackboard site. These guidelines are intended to make this process as straightforward as possible for all participants:

- USM is required to send a hard copy of all tenure applications to the Chancellor’s office and maintain a hard copy of all promotion applications locally, so the candidate should include one hard copy of the Faculty Personnel Action Application (with original signatures on all signature pages and original letters on letterhead stationery) in the box of supporting materials s/he forwards to the Dean’s office.

- The completed application must conform to the required UMS Board of Trustees format. Detailed guidelines and an MSWord template for this format can be found at http://www.usm.maine.edu/provost/faculty-resource-page. In order to assure that the format is followed, the candidate should forward a copy of the completed application in MSWord or Adobe Acrobat to Donna Bird (donnab@usm.maine.edu) at the same time s/he submits it to the Peer Committee. This will enable timely and thorough review and any necessary formatting revisions before the final hard copy application leaves the department.

- The final application for tenure and/or promotion will contain a number of letters. While the cover sheets for these letters should be included in the electronic version, the letters themselves should be submitted in hard copy ONLY. The candidate is required to include 9 photocopied and collated sets of these letters (these may be double sided and must be three-hole punched) in addition to the original signed letters in the box of supporting materials. These will be inserted into notebooks that are given to the Deans, the Provost and the President to facilitate their review. Letters should be collated in the following order: Peer Committee Letter and Recommendation, Department Chair Transmittal Letter (if applicable), Letters Internal to USM, Letters External to USM but Internal to UMS, and Letters External to USM and UMS. The Dean’s letter will be added to these packets by Dean’s office staff before the box is forwarded to the Provost’s office. Provost’s staff will add the Provost’s and President’s transmittal letters to the original packet when they are ready.

- Please refer to the appropriate letter from your Dean or to Appendix H in the 2009-2011 AFUM contract (at http://www.maine.edu/system/lr/labor_relations.php?section=10) to assure that required submission deadlines are observed. The final electronic application should be available for uploading to Blackboard not later than November 10, 2011. Please send it as an e-mail attachment to Donna Bird.

- If you have questions about electronic submission of your tenure and/or promotion application, please contact Donna Bird at the e-mail address noted above.