

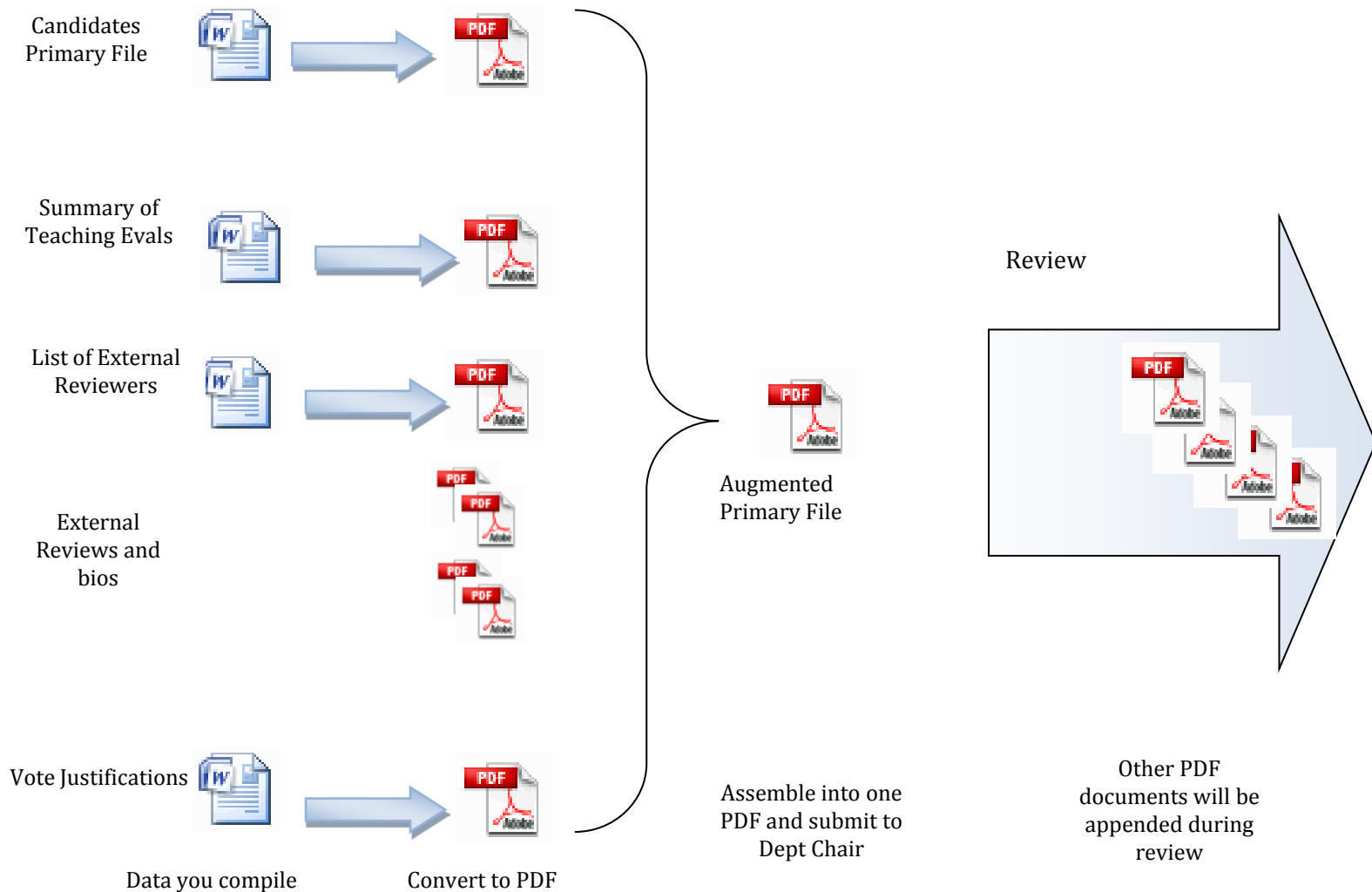
Preparation of T&P Files for Electronic Submission & Review

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Composition of Electronic T/P File



Electronic file review process using Blackboard

President

UCTP BB site

→ UCTP
 appends UCTP justification, updates vote tally, submits to President

Provost BB site

Provost retrieves file from Blackboard, writes and appends letter(s), updates vote tally, submits to UCTP

Dean BB site

Dean retrieves file from Blackboard, writes and appends letter(s), updates vote tally, submits to Provost via Blackboard

Chair BB site

Department Chair retrieves file from Blackboard, writes and appends letter(s), updates vote tally, submits to Dean via Blackboard

Other letter writers (submitted to Dean)

Other letter writers (submitted to Chair)

Unit T&P Committee Chair (and/or assistant) Assembles PDF document from files collected from candidate, external reviewers. Posts to Blackboard for unit-level review

Unit BB site

Unit T&P Committee Chair (and/or assistant) Appends votes/justifications to file and submits to Department Chair Blackboard site for review

Candidate sends PDF file to T&P Chair

External Reviewers (submit PDF letters via email to T&P Chair)

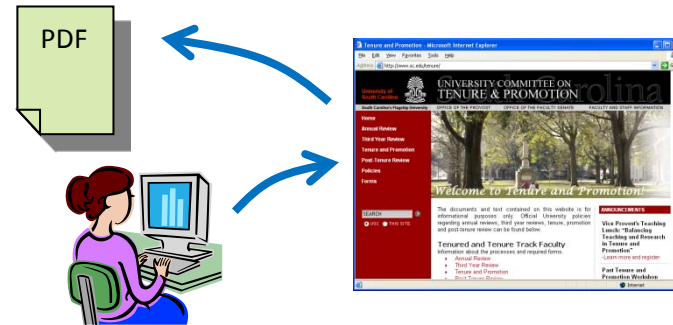
Unit Faculty or Select Committee Reads file on Blackboard, submits PDF votes by email

Other letter writers (submit PDF to T&P Chair)

PDF document process

Candidate's Primary File will be submitted as a single PDF document created from a Word document template.

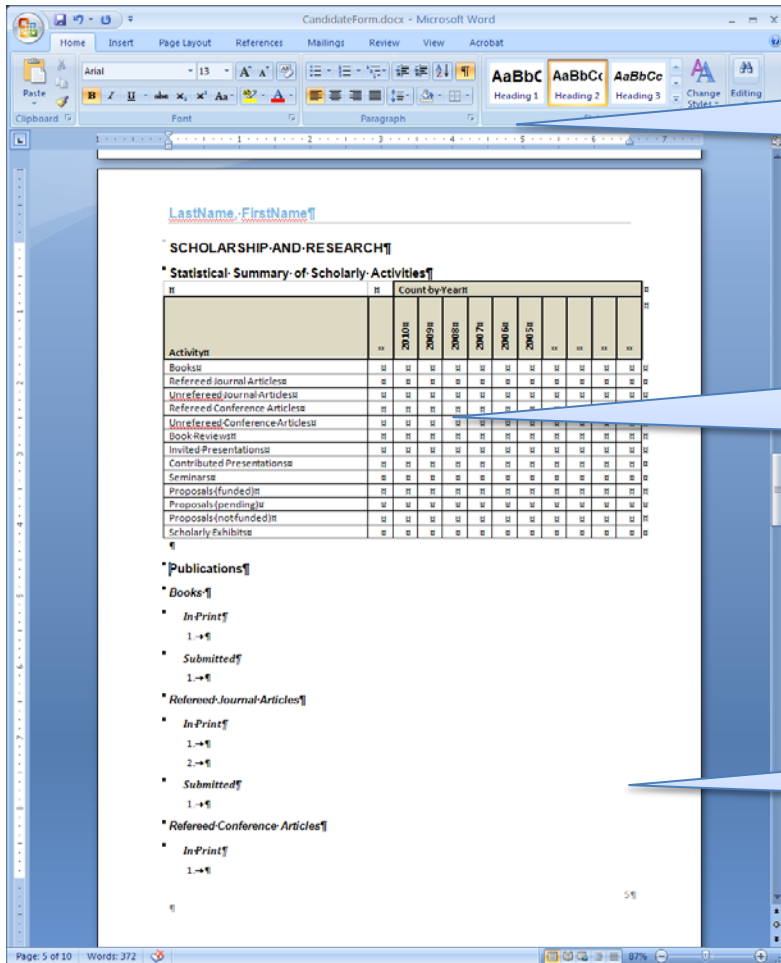
The screenshot shows a PDF document titled "Candidate Form.pdf" in Adobe Acrobat Pro. The document is a form for a candidate's primary file, containing sections for "TEACHING Summary of Courses Taught", "Supervision of Student Research" (Post-doctoral, Doctoral, and Masters Students), and a "PERSONAL STATEMENT" section. The "TEACHING" section includes a table with columns for "Course Designator", "Course Title", and "Enrollments by Term" (Fall, Spring, Summer for the years 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015). The "Supervision of Student Research" section includes tables for "Post-doctoral Students", "Doctoral Students", and "Masters Students", each with columns for "Name", "Year", and "Title or Topic".



Other contents (faculty vote justifications, external review letters, chair or dean statements, etc) will be appended to the original PDF file as they are received. The PDF file will be bookmarked and searchable.

File review process will be electronic, using Blackboard to manage review and submission of documents

Document Templates



Pre-defined styles for headings, data fields, etc

Tables for summary data

Aim for speedy and user-friendly entry of data in an attractive layout.

Bookmarks will aid navigation

UCTP will supply the “master template”, but this can be customized by any unit by deleting any sections that are irrelevant to that unit.

Data Format Options

The screenshot shows a Microsoft Word document with several data formats. A red circle highlights the 'List Style' dropdown menu in the ribbon, which is set to 'List Style'. A red arrow points from this circle to the 'Doctoral-Students-in-Progress' section. Another red arrow points from the 'Doctoral-Students-in-Progress' section to the 'Doctoral-Students-Completed' table. A third red arrow points from the 'Doctoral-Students-Completed' table to the 'Master-Students-in-Progress' section. A fourth red arrow points from the 'Master-Students-in-Progress' section to the 'Masters-Students-Completed' section. Handwritten red text on the right side of the document includes 'Tabbed text' with an arrow pointing to the 'Doctoral-Students-in-Progress' section, 'TABLE' with an arrow pointing to the 'Doctoral-Students-Completed' table, and 'Excel spreadsheet' with an arrow pointing to the 'Master-Students-in-Progress' section. The document content includes:

Smith, Jack → Energy-Efficiency-of-Electronic-Stuff → 2005 → 2007
James, Henry → The electronic-stuff-of-energy-efficiency → 2003 → 2005
Chen, Jain → Electronic-stuff → 2001 → 2003

Doctoral-Students-in-Progress
Jones, John → Theory-of-energy-efficiency-in-electronic-stuff → 2005
Chen, Elias → Theoretical-underpinnings-of-energy-efficiency-in-electronic-stuff → 2004

Doctoral-Students-Completed

Vilar, Zimin-Wu	Effect-of-Large-Load-Disturbances-on-a-Limited-size-AC-Power-System-including-a-High-Speed-Turbo-generator	2007
Kondratiev, Igor	A-Synergetic-Control-for-Parallel-connected-DC-DC-Buck-Converters	2005

Master-Students-in-Progress

James, Harry	Theory of stuff electronic	2007
Smith, Jane	Other electronic stuff	2004

Masters-Students-Completed
Smith, Henry → Energy-Efficiency → 2005 → 2007
James, Jain → Electronics → 2003 → 2005

Candidates can use several pre-defined formats or tables, as they deem most convenient, or create data formats that better present their own data.

Key Points

- The templates are intended to SAVE you time, not COST you time. Use them that way. We're trying to help with formatting so that you can concentrate on content
- Install Office 2007 to benefit from the Style Ribbon, then use it
- Where appropriate, choose among format or entry options whatever is easiest for you – table, tabbed paragraph, etc.
- Create bookmarks in the PDF file for rapid navigation