February 15, 2016

Dear Colleagues:

The purpose of this memo is to announce the continued use of eDossiers for faculty reviews at Western Washington University (WWU).

Since Fall 2012, the faculty has participated in an extended pilot project to explore the feasibility of moving faculty reviews to an electronic system. WWU conducted a multi-year, phased roll-out according to a timeline established in a memo dated June 14, 2013. This agreement was authorized by the Office of the Provost, UFWW leadership, Faculty Senate leadership, and Co-Directors of Chair Leadership Workshops. During this pilot, the following actions were taken:

- Fall 2012 – 6 faculty submitted Tenure and Promotion materials using Microsoft SharePoint
- Spring 2013 – Senate Executive Council endorsed larger pilot project involving all academic departments and all faculty reviews
- Summer 2013 – ATUS worked with Department Chairs to design Probationary Review/Tenure and Promotion templates
- Winter 2014 – University conducted Probationary Reviews on Microsoft SharePoint
- Fall 2014 – University conducted Tenure and Promotion reviews on Microsoft SharePoint
- Spring 2015 – Provost worked with Department Chairs to design Post-Tenure Review templates
- Spring 2015 – University conducted Post-Tenure Reviews on Microsoft SharePoint
- Fall 2015 to Spring 2016 – Provost worked with Department Chairs to design Non-Tenure Track Review templates
- Fall 2015 to Spring 2016 – Several departments conducted Non-Tenure Track Reviews on Microsoft SharePoint

Today, thirty-six departments have used eDossiers for faculty reviews; each department maintains one to three review-specific templates; 355 individual SharePoint sites have been created; ninety-five faculty have attended in-person group training; and, on average, ten faculty per quarter request and receive one-on-one training. Furthermore, the Office of the Provost maintains a website with instructions for accessing eDossiers, sharing eDossiers, and scanning

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review materials at the Print and Copy Services Center. A process is in place for faculty to request support for scanning review materials such as course evaluations.

**Benefits of eDossier** – Based on informal faculty feedback and feedback from the Faculty Senate, Office of the Provost, and UFWW leadership, the following are considered benefits realized in continuing the use of eDossiers for faculty reviews.

- Greater consistency in the presentation and content of dossiers, which the UFWW deemed essential
- Department chairs better able to mentor faculty preparing dossiers
- Improved ease of access to dossiers in conducting reviews and evaluations
- Logistically more efficient (e.g. paper, space, transportation, etc.)
- Ability to include hyperlinks to electronic publications and resources to review in native format, as well as Word and PDF documents and sound/image files
- For many faculty, greater ease uploading documents than organizing physical file folders, tabs, hole-punching, etc.

**Ongoing Challenges of eDossier** – Based on informal faculty feedback and feedback from the Faculty Senate, Office of the Provost, and UFWW leadership, the following challenges have been identified in using eDossiers for faculty reviews. **We strongly support ongoing evolution of the eDossier review process in ways that address these challenges. Such improvements may include the eventual exploration of more intuitive, and user-friendly software related or unrelated to Microsoft SharePoint.**

- “Clunky” nature of SharePoint, which makes it difficult to rearrange review materials or to leverage the utility of hyperlinking
- Technical challenges that include accessing eDossiers via VPN (virtual private network) connections, locating personal eDossier sites on the internet, and updating templates
- Books and other objects cannot be digitized and must be reviewed separately

**Ongoing Expectations for eDossier** – Based on informal faculty feedback and feedback from the Faculty Senate, feedback from the Office of the Provost, and feedback from UFWW leadership the following expectations will shape ongoing faculty reviews using E-dossiers.

- E-dossiers will be required for all Probationary, Tenure and Promotion, and Post-Tenure Reviews. eDossiers may be used for Non-Tenure Track Reviews, but are not required.
- eDossiers will continue to be owned by the faculty member being reviewed, to be used only for the purpose of faculty evaluation and review as outlined in the CBA.

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- Easy-to-use interface with little technical knowledge required; preferably works similarly to interfaces faculty already use regularly
- Reliable and dependable; available to the faculty member preparing for reviews to update at any time
- Security that is as robust as paper dossiers; secured access ensuring that only the people who need access have access at any given time
- Templates mirror exactly departmental/college evaluation plans
- Software that will be used for an extended period of time is affordable and able to be supported by ATUS
- Excellent directions, training workshops, and training videos to make the process clear
- Support for faculty for scanning course evaluations, etc.

Thank you for your attention and for all of the feedback you have provided throughout this pilot project. We look forward to finding ways to continue improving our use of eDossiers in ways that support our work as faculty, increase efficiency, and reinforce WWU’s goal of increased sustainability.

Sincerely,

Brent Carbajal
Provost and Vice President for Academic Affairs

Chuck Lambert
President, UFWW

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