

Changes to ECAS Promotion and Tenure Guidelines due to shift from paper file to electronic file (Digital Measures):

Updated 10/30/25

1. Lines 406, 867: Replace “departmental Faculty Evaluation File” with “digital evaluation file” (consistent with new University document terminology)
2. Lines 31, 105, 410, 417, 422, 475, 556, 567, 571, 707, 804, 813, 890, 906, 925, 1007, 1170, 1178, 1180: Replace “Faculty Evaluation File” with “digital evaluation file” (consistent with new University document terminology)
3. Line 412: Remove “business” from “last business day” to reflect 24/7/365 availability of electronic file access.
4. Lines 413-414:
 - a. Add “for the period under review” to “Only materials generated by the faculty evaluation process for the period under review may be added to the File after it is closed.”
 - b. Add “Faculty may immediately begin adding materials for the next period under review.”
 - c. These changes are to make it clear that after the deadline for submission faculty cannot add materials to last years’ activities but may immediately begin to add activities for the next review period.
5. Lines 425, 427, 438, 440, 494: Change “folder” to “category” to better reflect electronic system vs. paper system
6. Line 436: Change “Folders for Areas of Contribution” to “Areas of Contribution Categories”
7. Line 487: Remove “(to the administrative folder)” from “faculty members must submit a faculty productivity report (to the administrative folder)” as that does not reflect the current electronic faculty file
8. Lines 487, 499: Add “faculty” before “productivity report” to match the exact name of the report in the current electronic faculty file