

## CoSM OneDrive Electronic Submission Instructions for Tenure Track Faculty (Promotion only)

Use these ~~5/20~~ (5/20)







<p>Folder: <b>Section IV – Scholarship</b></p> <p>Contents:</p> <p>A. Scholarship and Professional Development Activities (Subfolder)</p> <ol style="list-style-type: none"> <li>1. Reverse chronological list of published papers, books, research, scholarly work, externally funded grants and contracts, patents, etc. (PDF)</li> <li>2. Reverse chronological list of completed professional development activities (PDF)</li> <li>3. Reverse chronological list of work in progress (PDF)</li> </ol> <p>B. Supporting Documents for Scholarship (Subfolder) with 5 additional subfolders</p> <ol style="list-style-type: none"> <li>1. (subfolder)</li> <li>2. (subfolder)</li> <li>3. (subfolder)</li> <li>4. (subfolder)</li> <li>5. (subfolder)</li> </ol>	<p><b>Section IV – Scholarship</b></p> <p>The candidate will upload 3 PDF files into A. Scholarship and Professional Development Activities folder and will populate the subfolders in B. Supporting Documents as appropriate.</p> <p>A. Scholarship and Professional Development Activities Subfolder</p> <ol style="list-style-type: none"> <li>1. Research and Scholarship <ul style="list-style-type: none"> <li>○ Reverse chronological list of published papers, books, research, scholarly work, externally funded grants and contracts, patents, etc.</li> <li>○ This PDF should be titled:</li> </ul> </li> <li>2. Professional Development <ul style="list-style-type: none"> <li>○ Reverse chronological list of completed professional development activities.</li> <li>○ This PDF should be titled:</li> </ul> </li> <li>3. Work in progress <ul style="list-style-type: none"> <li>○ Reverse chronological list of work in progress and other activities</li> <li>○ This PDF should be titled:</li> </ul> </li> </ol> <p>B. Supporting Documents for Scholarship Subfolder contains 5 folders.</p> <ul style="list-style-type: none"> <li>○ These folders should contain all of the evidence for Section IV as appropriate</li> <li>○ The evidence within each subfolder should be PDF document with appropriate filenames following the file naming convention</li> </ul> <p>Note, the candidate should provide the reviewers evidence for each piece of externally refereed scholarship listed</p> <ol style="list-style-type: none"> <li>1. (subfolder)</li> <li>2. (subfolder)</li> <li>3. (subfolder)</li> <li>4. (subfolder)</li> <li>5. (subfolder)</li> </ol>
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