



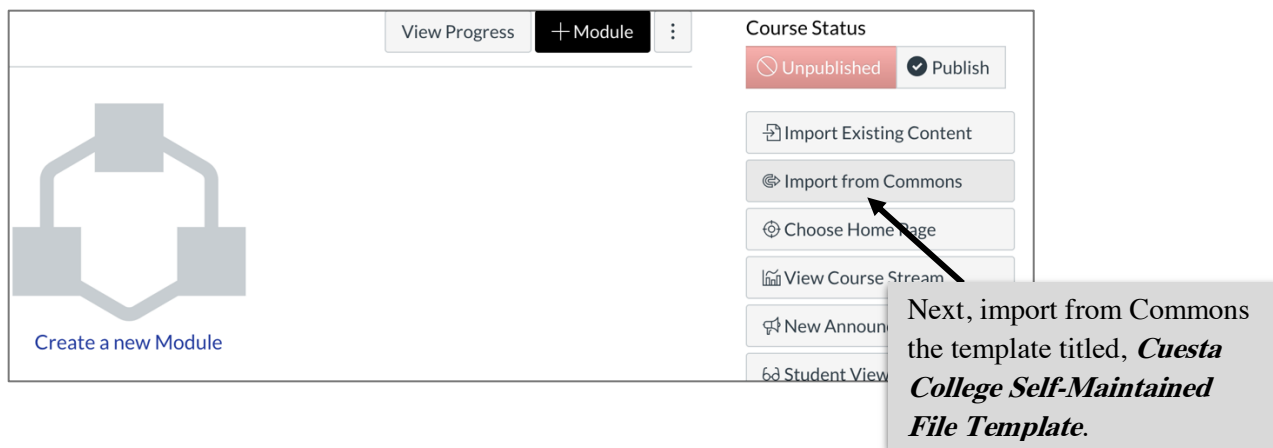
General

1. Beginning in fall 2021, Tenure-Track and Full-Time Temporary Faculty (also known as CFMs or Contract Faculty Members) will be required to submit their self-maintained files (SMF) in an electronic format using the Canvas learning management system.
2. The office of the Vice President of Instruction (VPI) will be responsible for managing the ITRCs (Institutional Tenure Review Committee) access to the electronic SMFs. The VPIs office will also confirm submission of all DTC Recommendation forms and place them in a Sharepoint folder accessible to the ITRC. It will be the responsibility of the CFM to notify the VPIs office (Mylea Christensen, mylea_christensen@cuesta.edu) when the SMF is ready for review by the ITRC.
3. Any concerns or suggestions about the electronic submission of SMFs should be conveyed to the ITRC chair (Katy Dittmer, katherine_dittmer@cuesta.edu) or the VPI (Jason Curtis, jason_curtis@cuesta.edu).

Submission Process for Contract Faculty Member

1. CFMs will need to begin the process by creating their own canvas course called "Self-Maintained File for THEIR NAME". To do this, follow these instructions:

 The image is a screenshot of the Canvas LMS dashboard. It shows a grid of course cards for "PSYC 201: Intro Psychology" and "PSYC 206: Intro Social Psych". Below the grid, there is a section for "Unpublished Courses (2)" with two "Publish" buttons. On the right side of the dashboard, there are sections for "Coming Up" and "Recent Feedback". A grey callout box with a black border and an arrow points to the "Start a New Course" button in the bottom right corner of the dashboard. The text in the callout box reads: "From Canvas, start by selecting, **Start a New Course** (linked in the lower right corner of your Canvas Dashboard)."



The screenshot shows the Canvas LMS interface. At the top, there are buttons for 'View Progress', '+ Module', and a menu icon. Below this is a large grey button labeled 'Create a new Module'. To the right, the 'Course Status' panel is visible, containing buttons for 'Unpublished' and 'Publish'. Below these are several options: 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', and 'Student View'. A callout box with a black arrow pointing to the 'Import from Commons' button contains the text: 'Next, import from Commons the template titled, *Cuesta College Self-Maintained File Template*.'

2. Then go to Commons and copy the template into this new Canvas course using the “Import from Commons” link.
 3. CFMs may customize their SMFs (*see additional considerations on next page*). The ITRC Workshop Handout (linked on the homepage of the SMF template site) outlines what documents the Faculty [Collective Bargaining Agreement](#) recommends including. However, the following documents are **required** by the ITRC and should be easy to locate in your SMF (Ideally from the homepage):
 - a. Self-Evaluation
 - b. Peer Evaluation
 - c. Management Evaluation
 - d. Student Evaluations (evaluations from previous semesters at Cuesta College required in years three and four of tenure)
 4. When CFMs are ready to have their SMF reviewed, they will need to **Publish** them and also **enroll the following people as observers** (*preferably at the same time*):
 - a. their DTC,
 - b. DC (Division Chair) and
 - c. Manager (most likely your Dean).
 5. Once the DTC, DC and Manager have completed their reviews of the CFM and the post-evaluation conferences are complete, **the CFM should remove them as observers**. At this point, **the CFM will**:
 - a. Add the Peer and Manager evaluation forms to their SMF.
 - b. Confirm that all necessary Student evaluations have been added.
 - c. Add the VPI’s office (Mylea Christensen, mylea_christensen@cuesta.edu) as a **Teacher** to the SMF so that she can manage the ITRC’s access to the SMFs.
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Additional Considerations

1. Many of the modules included in the SMF Template are suggestions and thus optional (*see step 3 under submission process for required documents*). CFMs should modify their SMF to include materials that best represent the work they are doing at Cuesta.
2. Do NOT include links to other Canvas courses in your SMF (*ITRC will not have access to those courses and thus the links will fail*).
3. The **VPIs office will NOT review SMEs** to ensure that all documents needed by the ITRC are included. Therefore, CFMs should verify that all required documents have been added before they add Mylea Christensen as a Teacher to their SMFs.
4. CFMs are also advised to maintain backups of all files uploaded to their SMF. Furthermore, we recommend that CFMs (using Settings on Canvas) **Export Course Content** to maintain a backup of their SMFs.