

**Electronic submission of
applications for
Reappointment with Tenure in
Vibe, 2019-2020**

Initial points

- Use of electronic means for submitting promotion applications is regulated by MOA#113.
- Vibe houses the materials of Standard Application, supporting documentation, recommendations, and the applicant's responses to recommendations
- Some supporting documentation can be submitted **either** in Vibe or in hard copy (eg, books)

Tips

- Vibe does not function like Google Drive. You cannot store documents in Vibe and access them later. You cannot reuse these materials for other Vibe applications (eg, SOSA)
- Make sure you retain copies of all your documents.

STAGE I: Application submission

- Academic Affairs will populate Vibe with the list of applicants. Only this group will have permission to create entries with their applications
- Each applicant will receive **an email (sent BCC) with the link** to the application's cover page

Vibe Tenure Process

The link in the email from Academic Affairs takes a candidate to the following cover page. The candidate fills out the cover page to begin the application.

Application for Tenure

Click **Save and Continue** to submit your initial application information.

You will be able to add your supporting documentation after clicking **Save and Continue**. Once submitted, you will receive by email a link to your application. It may take several minutes before you receive the email. This link will provide you with access to your application so that you may make further modifications.

A. Cover Page

First Name*	<input type="text" value="Test"/>	Last Name*	<input type="text" value="Candidate"/>
School*	<input type="text" value="School of Business"/>	Department*	<input type="text" value="Accounting and Information Systems"/>
Current Rank*	<input type="text" value="Tester"/>		
Date of initial appointment at TCNJ*	<input type="text" value="11/1/2018"/>		
Date of appointment to current rank at TCNJ*	<input type="text" value="11/1/2018"/>		

** Indicates that the item is required*

Save and Continue **Cancel**

After clicking “Save and Continue,” applicants log out of Vibe and open their email. Vibe will send a message with a “gateway link” to the newly created application. Save this link, as it will be used for future file uploads.

[Candidate](#)

Keep this email. The link will take you to your application in Vibe.

Use the link above to complete your application by uploading all required materials by the deadlines specified in the TCNJ Reappointment and Promotions Document.

When they are ready to upload their application documents, applicants should follow the link in their email and log into Vibe. (Applicants do not upload any documents with "A." as a prefix.)

Candidate Close

[Comment](#) [Modify](#) [Delete](#) [Actions](#)

☆☆☆☆--Not rated-- 1 Visit no comments

Instructions for the Candidate

You have full access at this stage.

Upload the appropriate documents for the Reappointment and Tenure review as specified by the TCNJ Reappointment and Promotions Document, using the naming conventions below:

Click the "Upload a Single File" link below to add your documents.

All documents must be in PDF format.

Name your Checklist/Table of Contents, B.Checklist.pdf

Name your Professional Development Essay, C.Essay.pdf

Name your Disciplinary Standards, D.Standards.pdf

Name your Evaluation Letters/Reports, E.PRCEvaluationLetter2016.pdf, E.DeanEvaluationLetter2016.pdf, etc

Name your Standardized Curriculum Vitae, F.CV.pdf

Name your External Reviews of Scholarship, G.ExternalReviews.pdf (if applicable)

Name your Student Teaching Evaluations, H.TeachingEvaluationsCourseNameYearSemester.pdf (for existing paper versions only) - except for Librarians.

You must also electronically share your online student feedback from within PAWS with those who will be reviewing your dossier: Include PRC members, your dean, provost and president. Note: if your application goes to CPTC review, you will need to add CPTC members.

Name your Peer Reviews of Teaching, I.ReviewerPeerReviewYearReviewed.pdf or I.YearReviewedPeerReviewReviewer.pdf.

Name your Syllabi, J.SyllabusCourseNameYearSemester.pdf - except for Librarians

Name your Scholarly/Creative/Professional Work, K.Scholarly.Creative.ProfessionalWork.pdf

If submitting optional Supporting Documents, name the files using the letters L through O, as described in the RPD.

Click OK below to send your application to your PRC. Once you click OK, you will have read-only access to your application for the rest of the process.

Candidate

Created by Sweet TestIDM Nov 14, 2018 2:10 PM

Modified by Sweet TestIDM Nov 14, 2018 2:10 PM

Process	State	Action
Promotion-Tenure workflow	In Process Application	

Clicking OK will send your application to your PRC. You will have read-only access to your application until the PRC submits its recommendation.

By clicking OK, you affirm that you have uploaded all required documents.

Current Rank **Tester**

Department(s)/Program(s) **dept_accountinformsys**

Date of initial appointment at TCNJ **Nov 1, 2018**

Date of appointment to current rank at TCNJ **Nov 1, 2018**

[Attachments\(0\)](#) [Entry History](#) [Tags](#)

[Upload a Single File](#) [Drag and Drop Files](#)

Candidate Instructions:

Instructions for the Candidate

You have full access at this stage.

Upload the appropriate documents for the Reappointment and Tenure review as specified by the TCNJ Reappointment and Promotions Document, using the naming conventions below:

Click the "Upload a Single File" link below to add your documents. All documents must be in PDF format.

Name your Checklist/Table of Contents, B.Checklist.pdf

Name your Professional Development Essay, C.Essay.pdf

Name your Disciplinary Standards, D.Standards.pdf

Name your Evaluation Letters/Reports, E.PRCEvaluationLetter2016.pdf, E.DeanEvaluationLetter2016.pdf, etc

Name your Standardized Curriculum Vitae, F.CV.pdf

Name your External Reviews of Scholarship, G.ExternalReviews.pdf (if applicable)

You must also electronically share your online student feedback from within PAWS with those who will be reviewing your dossier: Include PRC members, your dean, provost and president. Note: if your application goes to CPTC review, you will need to add CPTC members.

Name your Peer Reviews of Teaching, I.ReviewerPeerReviewYearReviewed.pdf or I.YearReviewedPeerReviewReviewer.pdf.

Name your Syllabi, J.SyllabusCourseNameYearSemester.pdf - except for Librarians

Name your Scholarly/Creative/Professional Work, K.Scholarly.Creative.ProfessionalWork.pdf

If submitting optional Supporting Documents, name the files using the letters L through O, as described in the RPD.

Click OK below to send your application to your PRC. Once you click OK, you will have read-only access to your application for the rest of the process.

Only after you've uploaded all your required files should you click OK to submit your application to the PRC. You will not be able to modify these materials again:

Clicking OK will send your application to your PRC. You will have read-only access to your application until the PRC submits its recommendation.

By clicking OK, you affirm that you have uploaded all required documents. OK

Requirements for Teaching Evaluations

- You must also electronically share your online student feedback from within PAWS with those who will be reviewing your dossier: Include PRC members, your dean, provost and president. Note: if your application goes to CPTC review, you will need to add CPTC members at that time.
- In PAWS, go to **Main Menu (not in the Faculty Center) > TCNJ Process > Student Records > Course Feedback > Course Feedback Results, Manage My Shares**, and then select PRC members, Dean, Provost, President, and CPTC members. This will provide access to all the collected evaluations.
 - For details, see <https://recreg.tcnj.edu/files/2014/11/Sharing-Course-Feedback-With-Committee-Members.pdf>)

Two Concerns

- Vibe does not work well with Internet Explorer. You may get an error message if you attempt to submit from IE.
- Files have to be uploaded individually. Drag and Drop may not work with Vibe, regardless of your browser choice.

STAGE II: Departmental PRC's review

- Once applicants click “OK” affirming that their application is complete, members of departmental PRC will receive an email notification with the link that will take them to the application in Vibe.
- Applicants will also receive an email.

The emails will look like this:

Email to Candidate:

Reappointment and Tenure application received by PRC Inbox x

[Candidate](#)

Your application has been received by your departmental PRC. You have read-only access at this time.

Email to PRC:

Reappointment and Tenure candidate's material ready for PRC review Inbox x

[Candidate](#)

Follow the link to review the candidate's documents.

When PRC members follow the link in the email, they will see the applicant's entry. Follow the instructions on the page.

Candidate Close

Comment Modify Delete Actions Reports

☆☆☆☆--Not rated-- 2 Visits no comment

Instructions for the Candidate

You have read-only access at this stage

Instructions for the PRC

Outside of the Vibe system, the PRC will send their evaluation to the candidate.

Download candidate's checklist. Print, initial, scan and upload the updated checklist.

All documents must be in PDF format.

Name your final signed evaluation document A.PRC.EvaluationCandidateLastname.pdf.

Name your checklist document B.PRC.ChecklistCandidateLastname.pdf.

For both the checklist and the PRC's evaluation, click Upload a Single File at the bottom right to upload.

Once the PRC's checklist and evaluation are uploaded, you may click OK below to send the evaluation to the candidate.

Once the evaluation is submitted, the PRC will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device, as a part of this promotions review, must be deleted once this stage of review has been completed.

Candidate

Created by Sweet TestIDM Nov 14, 2018 2:10 PM
Modified by Sweet TestIDM Nov 14, 2018 2:50 PM

Process	State	Action
Promotion-Tenure workflow	PRC	

Select the appropriate response for this candidate

For Reappointment for Seventh Year, with Tenure or promotion to Associate Professor and you DO RECOMMEND this candidate, select this option and click OK to send this application to their Dean.

Current Rank Tester

Department(s)/Program(s) dept_accountinformsys

Date of initial appointment at TCNJ Nov 1, 2018

Date of appointment to current rank at TCNJ Nov 1, 2018

Attachments(0) Entry History Tags

Upload a Single File Drag and Drop Files

Instructions for PRC Review:

Instructions for the Candidate

You have read-only access at this stage

Instructions for the PRC

Outside of the Vibe system, the PRC should send the signed evaluation/recommendation to the candidate for a signature. **If the candidate wishes to respond, the Committee should wait to receive the written response and then upload the evaluation/recommendation and the candidate's response.**

Download candidate's checklist. Print, initial, scan and upload the updated checklist.

All documents must be in PDF format.

Name your final signed evaluation document

A.PRC.EvaluationCandidateLastname.pdf.

Name your checklist document **B.PRC.ChecklistCandidateLastname.pdf.**

For each required document, the Checklist and the PRC's evaluation, click Upload a Single File at the bottom right to upload.

Once the PRC's checklist and evaluation are uploaded, you may click OK below to send the evaluation to the candidate's Dean.

Once the evaluation is submitted, the PRC will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device, as a part of this review, must be deleted once this stage of review has been completed.

Remember: only PRC Chairs should submit the application to the Dean. PRC Chairs should put an A. before the Evaluation and a B. before the Checklist. Choose the appropriate box. (Note: the language in Vibe is slightly different.)

PRC DOES recommend:

Select the appropriate response for this candidate

For Reappointment for Seventh Year, with Tenure or promotion to Associate Professor and you DO RECOMMEND this candidate, select this option and click OK to send this application to their Dean.

OK

PRC DOES NOT recommend:

Select the appropriate response for this candidate

For Reappointment for Seventh Year, with Tenure or promotion to Associate Professor and you DO NOT RECOMMEND this candidate, select this option and click OK to send this application to their Dean.

OK

Reminder:

Like the PRD, the instructions in Vibe use the terms Evaluation, Recommendation, and Signed Evaluation/ Recommendation synonymously.

STAGE III: Dean's review

Once PRC chairs click submit, Deans will receive an email notification with the link that will take them to the application in Vibe.

Applicants will also receive an email.

The emails will look like this:

Email to Candidate:

Reappointment and Tenure application received by Dean Inbox x

[Candidate](#)

Your application has been received by your Dean. You have read-only access at this time.

Email to Dean:

Reappointment and Tenure candidate's material ready for Dean's review Inbox x

[Candidate](#)

Follow the link to review the candidate's documents.

When deans follow the link in their email, they will see the applicant's entry. Follow the instructions on the page.

Candidate ← → Close ×

[Comment](#) [Modify](#) [Delete](#) [Actions](#) [Reports](#) 👤 ?

☆☆☆☆--Not rated-- 6 Visits no comments

Instructions for the Candidate

You have read-only access at this stage

Instructions for the Dean

Outside of the Vibe system, send your written evaluation to the candidate. If you meet with the candidate and later revise your evaluation make sure to use the final version. Upload the final evaluation and the scanned checklist.

All documents must be in PDF format.

Name your final signed evaluation document `A.Dean.EvaluationCandidateLastname.pdf`.

Name your checklist document `B.Dean.ChecklistCandidateLastname.pdf`.

For each required document, click Upload a Single File at the bottom right to upload.

Once all of the required documents are uploaded, click OK to send the dossier, including the final evaluation, to the candidate.

Once the dossier is submitted, you will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device as a part of this review must be deleted once this stage of review has been completed.

Candidate

Created by Sweet TestIDM Nov 14, 2018 2:10 PM
Modified by admin Nov 14, 2018 3:17 PM

Process	State	Action
Promotion-Tenure workflow	Dean final recommendation	Since the PRC did NOT recommend, this dossier must go to the CPTC <input type="text" value="Send dossier to CPTC"/> <input type="button" value="OK"/>

Current Rank Tester

Department(s)/Program(s) dept_accountinformsys

Date of initial appointment at TCNJ Nov 1, 2018

Date of appointment to current rank at TCNJ Nov 1, 2018

[Attachments\(0\)](#) [Entry History](#) [Tags](#)

[Upload a Single File](#) [Drag and Drop Files](#)

Instructions for Dean Review:

Instructions for the Candidate

You have read-only access at this stage

Instructions for the Dean

Outside of the Vibe system, the Dean should send the signed evaluation/recommendation to the PRC and to the candidate for a signature. **If the candidate wishes to respond, the Dean should wait to receive the written response and then upload the evaluation/recommendation, the candidate's response, and the scanned checklist.**

All documents must be in PDF format.

Name your final signed evaluation document **A.Dean.EvaluationCandidateLastname.pdf**.

Name your checklist document **B.Dean.ChecklistCandidateLastname.pdf**.

For each required document, the Checklist and the PRC's evaluation, click Upload a Single File at the bottom right to upload. (The same procedure should be used for a candidate response.)

Once all of the required documents are uploaded, select the appropriate response that matches your recommendation and click OK.

Once the dossier is submitted, you will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device as a part of this review must be deleted once this stage of review has been completed.

Complete form and send to CPTC or Provost

(Dependent on whether PRC or Dean does NOT recommend)

If PRC did NOT recommend, this is the only available choice:

Since the PRC did NOT recommend, this dossier must go to the CPTC

Send dossier to CPTC

If the PRC DOES recommend, the Dean has two choices:

Select the appropriate response for this candidate

For Formal Reappointment for Seventh Year, with Tenure and you DO RECOMMEND this candidate, select this option and click OK to send this application to the Provost

Select the appropriate response for this candidate

For Formal Reappointment for Seventh Year, with Tenure and you DO NOT RECOMMEND this candidate, select this option and click OK to send this application to the CPTC

STAGE IV: CPTC's review

- Members of CPTC will receive an email notification with the link to application
- Only members of the CPTC will have access to the CPTC folder
- As before, the applicant has read-only access to the application

The emails will look like this:

(only seen if either PRC or Dean does NOT recommend)

Email to Candidate:

Reappointment and Tenure application received by CPTC Inbox x

[Candidate](#)

Your application has been received by the CPTC. You have read-only access at this time.

Email to CPTC:

Reappointment and Tenure candidate's material ready for CPTC review Inbox x

[Candidate](#)

Follow the link to review the candidate's documents.

When CPTC members click the link in the email, they will see the applicant's entry. Follow the instructions on the page.

Candidate Close

Comment Modify Delete Actions Reports 14 Visits no comments

Instructions for the Candidate

You have read-only access at this stage

Instructions for the CPTC

Outside of the Vibe system, send your written evaluation to the candidate. If after hearing an appeal you later revise your evaluation, make sure to upload the final version. All documents must be in PDF format. Name your final evaluation document A.CPTC.EvaluationCandidateLastname.pdf. Click Upload a Single File at the bottom right to upload. Once the evaluation is uploaded, click OK to send the dossier, including the final evaluation, to the Provost. Once the dossier is submitted, you will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device as a part of this review must be deleted once this stage of review has been completed.

Candidate

Created by Sweet TestIDM Nov 14, 2018 2:10 PM
Modified by admin Nov 14, 2018 3:33 PM

Process	State	Action
Promotion-Tenure workflow	CPTC final recommendation	Have you attached your recommendation? <input type="text" value="Yes, send to Provost"/> <input type="button" value="OK"/>

Current Rank Tester
Department(s)/Program(s) dept_accountinformsys
Date of initial appointment at TCNJ Nov 1, 2018
Date of appointment to current rank at TCNJ Nov 1, 2018

Attachments(0) Entry History Tags

Upload a Single File Drag and Drop Files

Instructions for CPTC Review:

Instructions for the Candidate

You have read-only access at this stage

Instructions for the CPTC

Outside of the Vibe system, send your written evaluation to the candidate. If after hearing an appeal you later revise your evaluation, make sure to upload the final version. All documents must be in PDF format.

Name your signed evaluation/ recommendation

A.CPTC.EvaluationCandidateLastname.pdf.

Click Upload a Single File at the bottom right to upload.

Once the signed evaluation/ recommendation is uploaded, click OK to send the dossier, including the final evaluation, to the Provost.

Once the dossier is submitted, you will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device as a part of this review must be deleted once this stage of review has been completed.

Note

- Unlike the previous and subsequent stages, any appeal of the CPTC's decision will take place during a hearing rather than through the uploading of a written response.

Complete form and send to Provost

Have you attached your recommendation?

Yes, send to Provost

STAGE VI: Provost's review

- Once the CPTC evaluation has been uploaded, the Provost will receive an email notification

The emails will look like this:

Email to Candidate:

Reappointment and Tenure application received by Provost Inbox x

[Candidate](#)

Your application has been received by the Provost. You have read-only access at this time.

Email to Provost:

Reappointment and Tenure candidate's material ready for review Inbox x

[Candidate](#)

Click the link to review the candidate's documents.

By clicking on the link in the email, the Provost will see the applicant's entry. Follow the instructions on the page.

Candidate ← → Close X

Comment Modify Delete Actions Reports 📄 ?

☆☆☆☆--Not rated-- 14 Visits no comments

Instructions for the Candidate

You have read-only access at this stage

Instructions for the Provost

Outside of the Vibe system, send your written evaluation/recommendation (or statement of concurrence or non-concurrence with the CPTC evaluation/recommendation) to the candidate. If you meet with the candidate and later revise your evaluation, make sure to upload the final version.

All documents must be in PDF format.

Name your final evaluation document A.Provost.EvaluationCandidateLastname.pdf.

Click Upload a Single File at the bottom right to upload.

Once the evaluation is uploaded, click OK to send the dossier, including the final evaluation, to the candidate.

Once the dossier is submitted, you will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device as a part of this review must be deleted once this stage of review has been completed.

Candidate

Created Sweet TestIDM Nov 14, 2018 2:10 PM
Modified by admin Nov 14, 2018 3:41 PM

Process	State	Action
Promotion-Tenure workflow	To Provost	

Have you attached your recommendation?

Current Rank **Tester**

Department(s)/Program(s) dept_accountinformsys

Date of initial appointment at TCNJ Nov 1, 2018

Date of appointment to current rank at TCNJ Nov 1, 2018

Attachments(0) Entry History Tags

Upload a Single File Drag and Drop Files

Instructions for Provost Review:

Instructions for the Candidate

You have read-only access at this stage

Instructions for the Provost

Outside of the Vibe system, send your written evaluation/recommendation to the candidate.

If the candidate wishes to respond, the Provost should wait to receive the written response and then upload the evaluation/recommendation and the candidate's response (if any).

All documents must be in PDF format.

Name your final evaluation document **A.Provost.EvaluationCandidateLastname.pdf**.

Click Upload a Single File at the bottom right to upload.

Once the evaluation is uploaded, click OK to send the dossier, including the final evaluation, to the president.

Once the dossier is submitted, you will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device as a part of this review must be deleted once this stage of review has been completed.

Complete form and send to President

Have you attached your recommendation?

Yes, send to President

STAGE V: President's review

- Once the Provost submits the evaluation, an email notification is sent to the President

The emails will look like this:

Email to Candidate:

Reappointment and Tenure application received by President Inbox x

[Candidate](#)

Your application has been received by the President. You have read-only access at this time. All access will be removed when the President has submitted their recommendation and your application will be archived. Contact Academic Affairs for any document retrieval once your application has been archived.

Email to President:

Reappointment and Tenure candidate's material ready for President's review Inbox x

[Candidate](#)

Follow the link to review the candidate's documents.

By clicking on the link in the email, the president will see the applicant's entry. Follow the instructions on the page.

Candidate Close

Comment Modify Delete Actions Reports 14 Visits no comments

Instructions for the Candidate

You have read-only access at this stage

Instructions for the President

Outside of the Vibe system, send your written statement of concurrence or non-concurrence with the CPTC and/or the Provost to the candidate. Upload your evaluation once you have allowed appropriate time for discussion with the candidate, should it be requested.. All documents must be in PDF format. Name your final evaluation document A.President.EvaluationCandidateLastName.pdf. Click Upload a Single File at the bottom right to upload. Once the evaluation is uploaded, click OK to archive the completed dossier. Once the dossier is submitted, you will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device as a part of this review must be deleted once this stage of review has been completed.

Candidate

Created by Sweet TestIDM Nov 14, 2018 2:10 PM
Modified by admin Nov 14, 2018 3:47 PM

Process	State	Action
Promotion-Tenure workflow	Final to President	

Have you attached your recommendation?
Yes, submit final recommendation

Current Rank Tester
Department(s)/Program(s) dept_accountinformsys
Date of initial appointment at TCNJ Nov 1, 2018
Date of appointment to current rank at TCNJ Nov 1, 2018

Attachments(0) Entry History Tags

Upload a Single File Drag and Drop Files

Instructions for the President's Review:

Instructions for the Candidate

You have read-only access at this stage

Instructions for the President

Outside of the Vibe system, notify the candidate of your recommendation.

All documents must be in PDF format.

Name your final evaluation document *A.President.EvaluationCandidateLastName.pdf*.

Click Upload a Single File at the bottom right to upload.

Once the evaluation is uploaded, click OK to archive the completed dossier.

Once the dossier is submitted, you will lose access to this application.

Please be reminded that any files you may have downloaded from Vibe to any electronic device as a part of this review must be deleted once this stage of review has been completed.

Once the President completes the form, it is sent to the archives

Have you attached your recommendation?

Yes, submit final recommendation

Candidates will receive a final email stating the application has been sent to the archives.

Email to Candidate:

Reappointment and Tenure application process completed Inbox x

Your promotion application has completed the process in Vibe and your access has been removed.

If you wish to retrieve any documents from your application, please contact Academic Affairs.

Once the President has clicked “OK” to submit the final evaluation, the application is moved to a “Completed” folder. No one except the Vibe administrator in IT has access to the application. Applications are stored and archived on TCNJ servers. They still exist and, in exceptional cases, can be retrieved by making a request to Academic Affairs. Candidates should download and save their materials at the beginning if they want to use any of them in the future

If applicants try to access their application after the workflow has completed, they will see the following message.

