

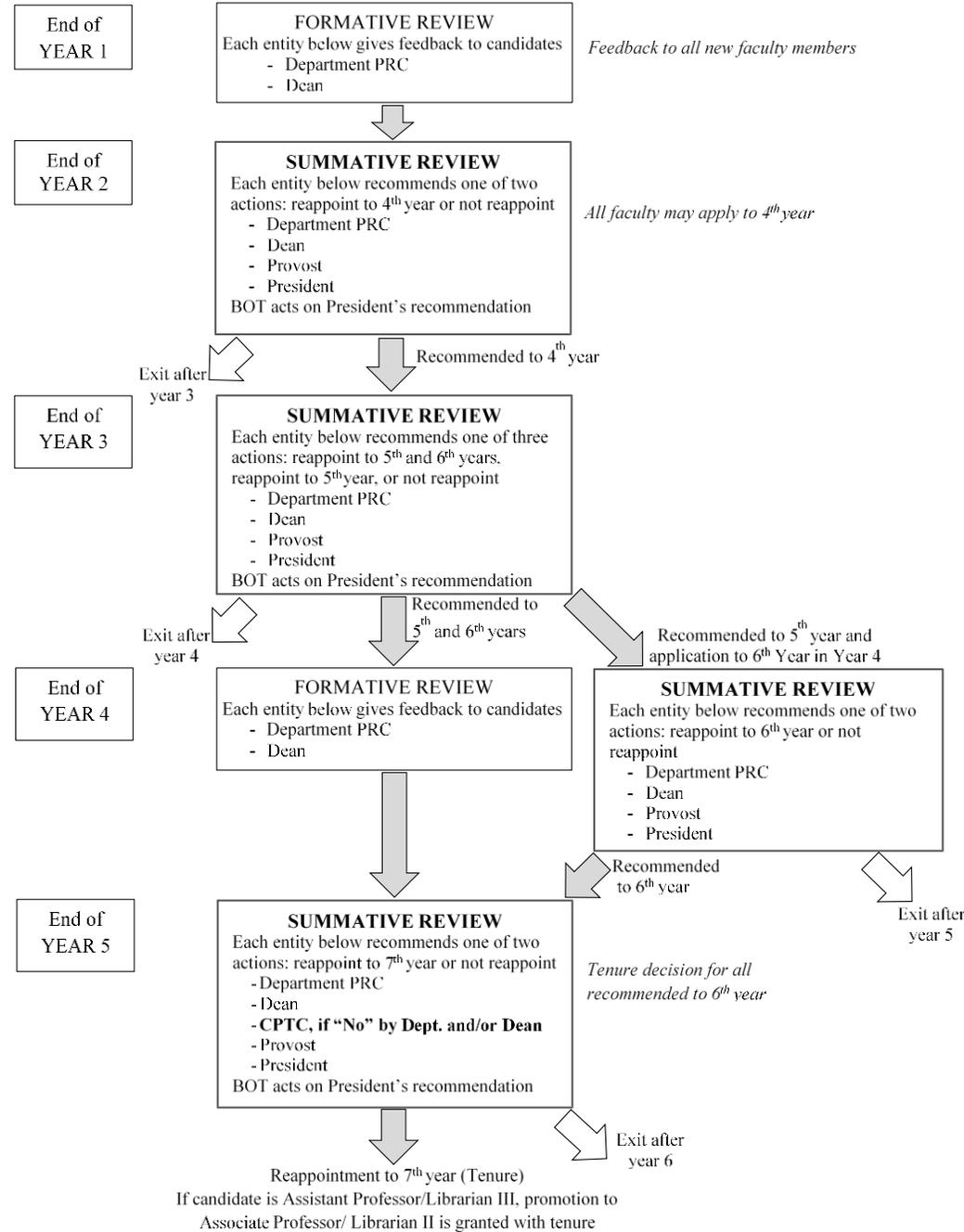
**Electronic submission of  
review and reappointment  
applications in Vibe,  
AY2019-2020**

# Introduction

- Specific details on the process of summative/formative reviews, required documents, deadlines, roles and responsibilities can be found in the appropriate **Promotion and Reappointment Documents** posted on Academic Affairs website
- Vibe is **not like Google Drive. It is not a vehicle for storing documents.** It is used for **uploading and sharing only.** Candidates should keep their reappointment materials on H or hard drive and update them on a regular basis. Candidates do not need to submit hard copy duplicates for uploaded materials.

# Remember the Big Picture:

**Figure 1 - REAPPOINTMENT PROCESS**



# STAGE I: Application submission

- Academic Affairs will populate the groups in Vibe with names of candidates and members of PRCs
- To start the document submission process, Academic Affairs will email a link to the cover page in Vibe to all candidates

The link in the email from Academic Affairs takes candidates to the following cover page. Candidates fill out the cover page to begin the application.

## 2019 Application for Review/Reappointment

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 \*

Last Name \*

School \*

Department \*

Current Rank \*

Submitting Application for:

\*

- Formative Review at end of the First or Fourth Year of Employment
- Summative Review for Reappointment to Fourth Year
- Summative Review for Reappointment to Fifth and Sixth Year
- Summative Review for Reappointment to Sixth Year

Date of initial appointment at TCNJ \*

Date of appointment to current rank at TCNJ \*

**Save and Continue** **Cancel**

*\* Indicates that the item is required*

After candidates have filled out the cover page and clicked Save and Continue, they receive this email from Vibe. Candidates can click on their name to access the application and upload the documents.

Your application for Review or Reappointment has been received Inbox x  

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 **vibe@tcnj.edu** 9:35 AM (6 minutes ago) ☆    
to 

 This message was not sent to Spam based on your organization's request. [Learn more](#)

[Demo](#)

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

Please return to the application to upload materials as needed until the deadline specified in the TCNJ Reappointment and Promotions Document.



# Revised Text of Candidate Instructions

- You have full access at this stage
- Upload the appropriate documents for either the Formative or Summative 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.EvaluationLetter1.pdf, E.EvaluationLetter2.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.TeachingEvaluations*CourseNameYearSemester*.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: For a formative review include: PRC members and your dean. For a summative review include: PRC members, your dean, provost and president.
- Name your Peer Reviews of Teaching, I.*ReviewerPeerReviewYearReviewed*.pdf or I.*YearReviewedPeerReviewReviewer*.pdf
- Name your Syllabi, J.Syllabus*CourseNameYearSemester*.pdf - except for Librarians
- Name your Scholarly/Creative/Professional Work, K.Scholarly.Creative.ProfessionalWork.pdf
- 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.

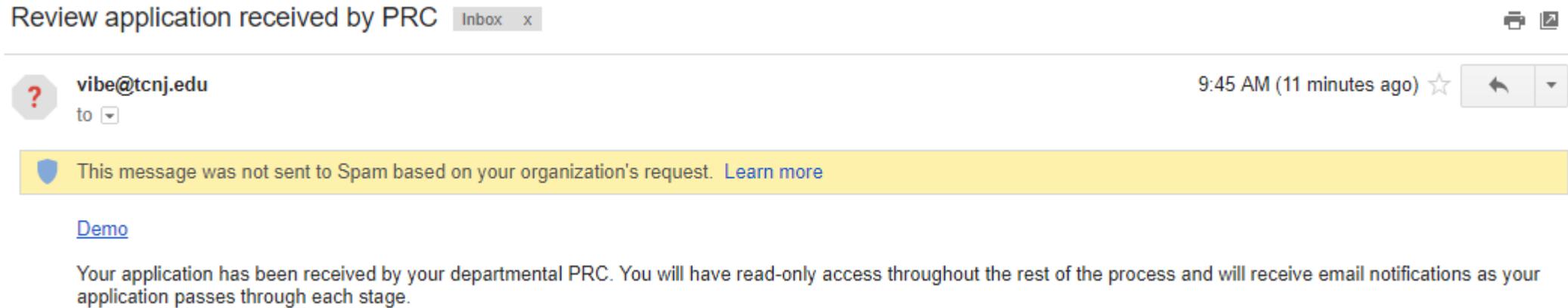
After all documents are uploaded, candidates click on the OK button. Candidates should not click on OK before all the documents have been uploaded.

<u>Process</u>	<u>State</u>	<u>Action</u>
Review-reappoint workflow	In Process Application	

Clicking OK will send your application to your PRC. You will have read-only access to your application throughout the rest of the process.

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

After candidates click OK, they receive the following email from Vibe:



**REMINDER:**

- Candidates will retain read-only access to their file in Vibe throughout the review process

# Requirements for Teaching Evaluations

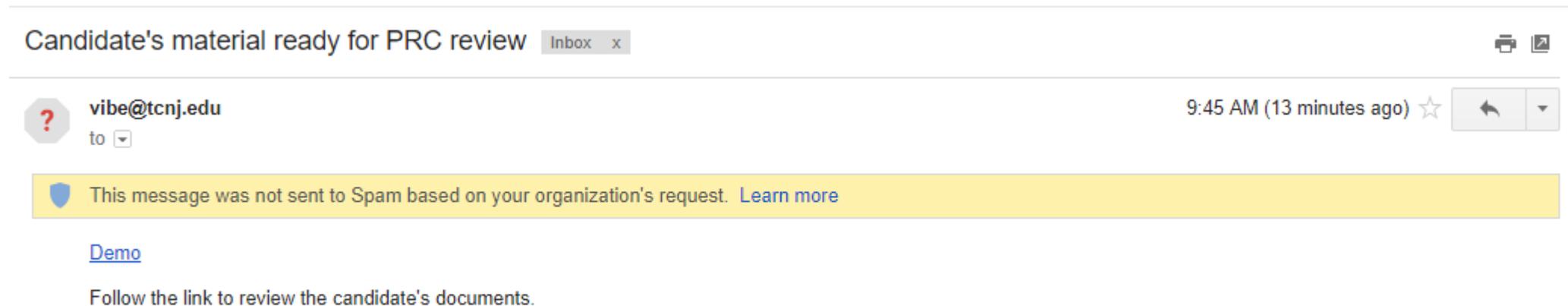
- You must also electronically share your online student feedback from within PAWS with those who will be reviewing your dossier: Include PRC members, your dean, provost and president.
- In PAWS, go to **Main Menu (not in the Faculty Center) > TCNJ Process > Student Records > Course Feedback > Course Feedback Results, Manage My Shares** and then select PRC members, Dean, Provost, President. 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

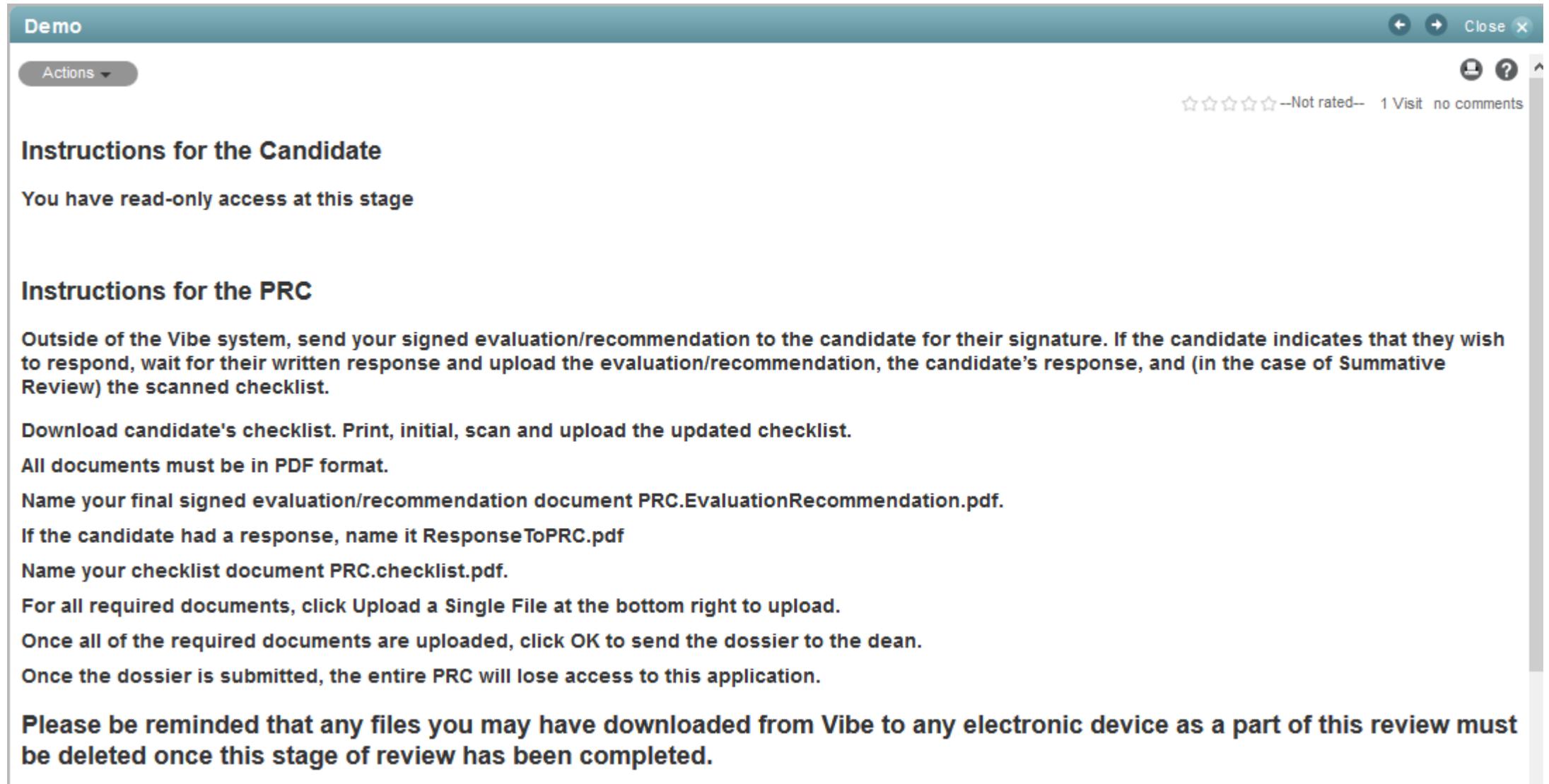
- Vibe does not work well with Internet Explorer. You may get an error message if you attempt to submit from IE.
- Files have to be uploaded individually. Drag and Drop may not work with Vibe, regardless of your browser choice.

# STAGE II: Departmental PRC's review

After the candidate clicks OK to submit the materials, members of the PRC receive this email from Vibe:



By clicking on the candidate's name, PRC members are automatically taken to this page in Vibe. PRC members now have access to this material. *The PRC chair (or designee) should then follow the revised instructions on the page:*



The screenshot shows a web browser window with a teal header bar containing the word "Demo" and navigation icons. Below the header is a grey "Actions" button. The main content area has a rating of five stars (all empty) and shows "1 Visit" and "no comments". The page is titled "Instructions for the Candidate" and "Instructions for the PRC".

**Instructions for the Candidate**

You have read-only access at this stage

**Instructions for the PRC**

Outside of the Vibe system, send your signed evaluation/recommendation to the candidate for their signature. If the candidate indicates that they wish to respond, wait for their written response and upload the evaluation/recommendation, the candidate's response, and (in the case of Summative Review) the scanned checklist.

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

All documents must be in PDF format.

Name your final signed evaluation/recommendation document PRC.EvaluationRecommendation.pdf.

If the candidate had a response, name it ResponseToPRC.pdf

Name your checklist document PRC.checklist.pdf.

For all required documents, 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 to the dean.

Once the dossier is submitted, the entire 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.**

## Revised Text for PRC Instructions

- Outside of the Vibe system, send your signed evaluation/recommendation to the candidate for their signature. **If the candidate indicates that they wish to respond, wait for their written response and upload the evaluation/recommendation, the candidate's response, and (in the case of Summative Review) the scanned checklist.**
- Download candidate's checklist. Print, initial, scan and upload the updated checklist.
- All documents must be in PDF format.
- Name your final signed evaluation/recommendation document **A.PRC.EvaluationCandidateLastname.pdf.**
- If the candidate had a response, name it **A.PRC.CandidateLastnameResponseToPRC.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.

Once the PRC has uploaded all required documents, the PRC Chair (*and only the PRC Chair*) must click OK to forward the application to the dean.

Once the OK button is clicked, all members of the PRC will lose access to this application. The Committee Chair should make sure that PRC's responsibilities are complete before clicking OK.

Workflow

<u>Process</u>	<u>State</u>	<u>Action</u>
Review-reappoint workflow	PRC	

Send dossier to the dean. ▼ OK

When PRC Chairs click on OK, candidates receive this email from Vibe:

Review application received by Dean Inbox x



vibe@tcnj.edu  
to ▾

10:27 AM (5 minutes ago) ☆



This message was not sent to Spam based on your organization's request. [Learn more](#)

[Demo](#)

Your application has been received by your Dean. You have read-only access throughout the rest of the process and will receive email notifications as your application passes through each stage.

# STAGE III: Dean's review

After the PRC chair clicks OK, the dean receives this email from Vibe:

Candidate's material ready for Dean's review Inbox x Print Image

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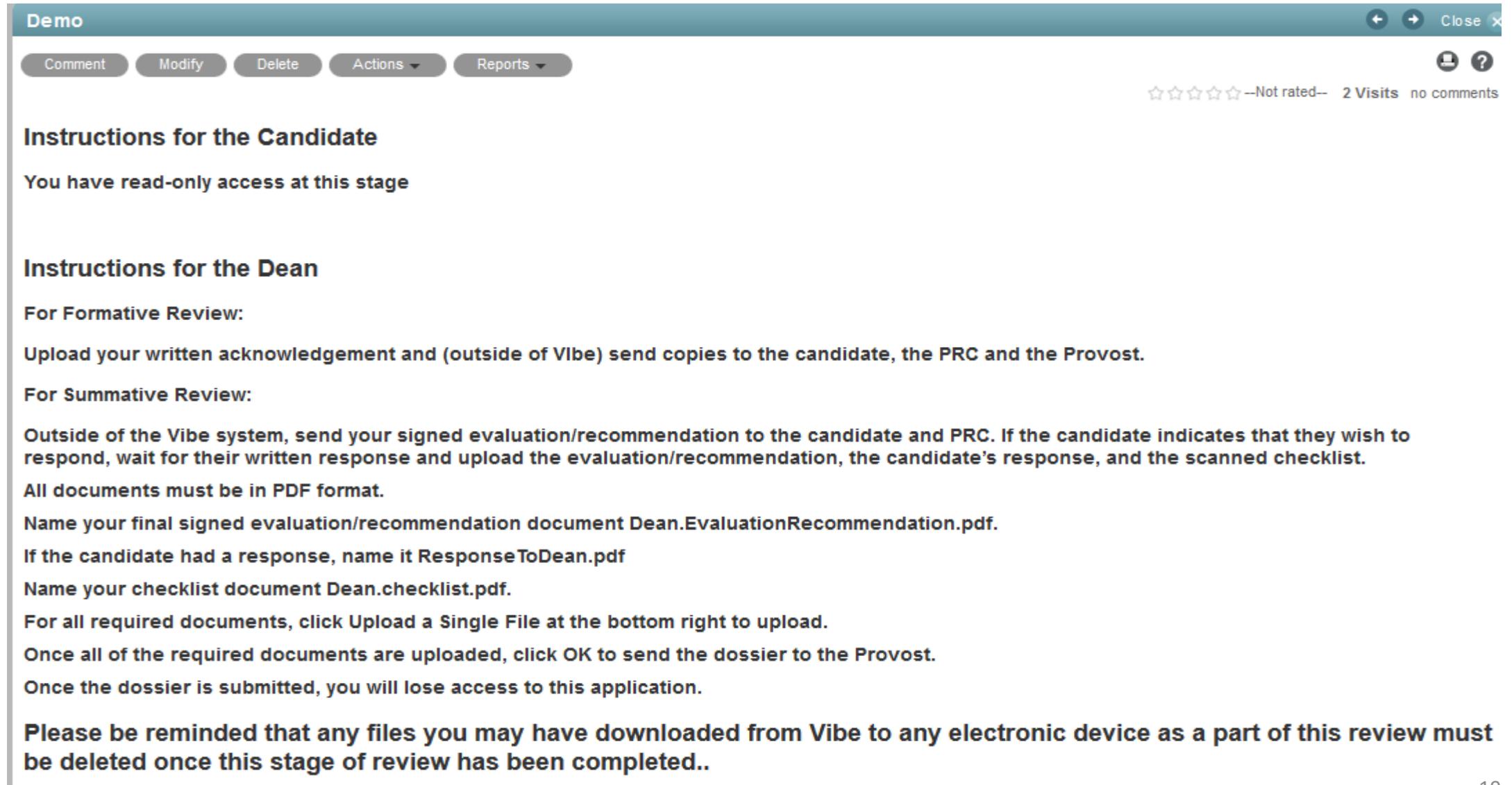
 **vibe@tcnj.edu** 10:27 AM (7 minutes ago) Star Reply Dropdown  
to 

 This message was not sent to Spam based on your organization's request. [Learn more](#)

[Demo](#)

Follow the link to review the candidate's documents.

By clicking on a candidate's name in the email, deans will be taken to this page in Vibe. The dean should then follow the revised instructions on the page.



The screenshot shows a web application interface with a teal header bar containing the word "Demo" and navigation icons. Below the header is a toolbar with buttons for "Comment", "Modify", "Delete", "Actions", and "Reports". On the right side of the toolbar, there are icons for a printer and a help/question mark. Below the toolbar, the page content is organized into sections. The first section is titled "Instructions for the Candidate" and contains the text "You have read-only access at this stage". The second section is titled "Instructions for the Dean" and contains several paragraphs of instructions regarding document uploads and review processes. At the bottom of the page, there is a bolded reminder about deleting downloaded files.

**Instructions for the Candidate**

You have read-only access at this stage

**Instructions for the Dean**

**For Formative Review:**

Upload your written acknowledgement and (outside of Vibe) send copies to the candidate, the PRC and the Provost.

**For Summative Review:**

Outside of the Vibe system, send your signed evaluation/recommendation to the candidate and PRC. If the candidate indicates that they wish to respond, wait for their written response and upload the evaluation/recommendation, the candidate's response, and the scanned checklist.

All documents must be in PDF format.

Name your final signed evaluation/recommendation document Dean.EvaluationRecommendation.pdf.

If the candidate had a response, name it ResponseToDean.pdf

Name your checklist document Dean.checklist.pdf.

For all required documents, 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 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..**

# Revised Text for Dean Instructions

- **For Formative Review:**
- Upload your written acknowledgement and (outside of Vibe) send copies to the candidate, the PRC and the Provost.
- Name your final signed evaluation document *A.Dean.EvaluationCandidateLastname.pdf*
- **For Summative Review:**
- 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/recommendation document *A.Dean.EvaluationRecommendation.CandidateLastName.pdf*.
- If the candidate had a response, name it *A.CandidateLastNameResponseToDean.pdf*
- Name your checklist document *B.Dean.checklist.CandidateLastNamepdf*.
- 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, click OK to send the dossier 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.

After uploading all the required documents, the dean should click OK to forward the application to the provost. Once the OK button is clicked, the dean will no longer have access to the application.

**Workflow**

<u>Process</u>	<u>State</u>	<u>Action</u>
Review-reappoint workflow	Dean final recommendation	

Complete Dean's review.

**NOTE: Formative review stops here. Once the dean clicks OK, the application is archived and the candidate receives this final email.**

Review application process completed Inbox x



vibe@tcnj.edu

to

11:26 AM (0 minutes ago) ☆



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

**In summative review**, once the dean has forwarded the application to the provost, the candidate receives this email:

Review application received by Provost Inbox x



vibe@tcnj.edu

to

11:13 AM (1 minute ago) ☆



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[Demo](#)

Your application has been received by the Provost. You will have read-only access throughout the rest of the process and will receive email notifications as your application passes through each stage.

# STAGE IV: Provost's review

After the dean clicks OK, the provost receives this email:

Candidate's material ready for review Inbox x Print Share

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 **vibe@tcnj.edu** 11:13 AM (3 minutes ago) ☆ Reply More

to 

 This message was not sent to Spam based on your organization's request. [Learn more](#)

[Demo](#)

Click the link to review the candidate's documents.

After clicking on the applicant's name in the email, the Provost will automatically be taken to this page in Vibe. The provost should then follow the revised instructions on the page.

The screenshot shows a web interface for a 'Demo' application. At the top, there is a teal header with the word 'Demo' on the left and navigation icons (back, forward, close) on the right. Below the header is a toolbar with buttons for 'Comment', 'Modify', 'Delete', 'Actions', and 'Reports'. To the right of the toolbar are icons for a printer and a help/question mark. Below the toolbar, there is a rating section showing five empty stars, the text '--Not rated--', '20 Visits', and 'no comments'. The main content area has two sections: 'Instructions for the Candidate' and 'Instructions for the Provost'. The 'Instructions for the Candidate' section contains the text: 'You have read-only access at this stage'. The 'Instructions for the Provost' section contains several paragraphs of instructions regarding document submission, including requirements for PDF format, naming conventions for recommendation and response documents, and a warning to delete downloaded files after the review stage is completed.

**Instructions for the Candidate**

You have read-only access at this stage

**Instructions for the Provost**

Outside of the Vibe system, send your recommendation to the candidate. If the candidate indicates that they wish to respond, wait for their written response and upload the recommendation and the candidate's response, if any.

All documents must be in PDF format.

Name your final signed recommendation document `Provost.Recommendation.pdf`. If the candidate had a response, name it `ResponseToProvost.pdf`

For all required documents, 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 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.**

## Revised Text for Provost Instructions

- **Outside of the Vibe system, send your recommendation to the candidate. If the candidate indicates that they wish to respond, wait for their written response and upload the recommendation and the candidate's response, if any.**
- **All documents must be in PDF format.**
- **Name your final signed recommendation document *A.Provost.EvaluationCandidateLastname.pdf*. If the candidate had a response, name it *A.CandidateLastNameResponseToProvost.pdf***
- **For all required documents, click Upload a Single File at the bottom right to upload.**
- **Once the materials are 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.**

After uploading all the required documents, the Provost should click OK to forward the application to the president. Once the OK button is clicked, the provost will no longer have access to the application.

**Workflow**

<u>Process</u>	<u>State</u>	<u>Action</u>
Review-reappoint workflow	To Provost	

Send dossier to the President.

Once the provost has forwarded the application to the president, the candidate receives this email:

Review application received by President

Inbox x



vibe@tcnj.edu

to

11:21 AM (0 minutes ago) ☆



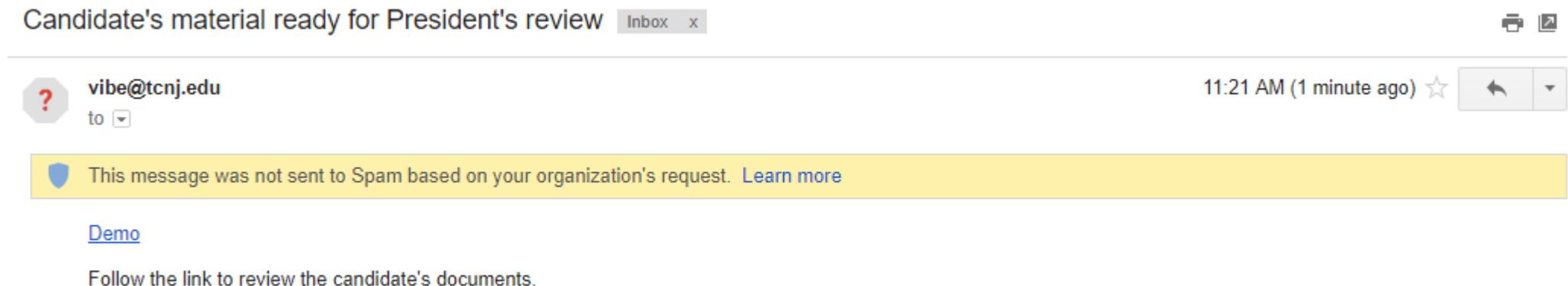
This message was not sent to Spam based on your organization's request. [Learn more](#)

[Demo](#)

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.

# STAGE V: President's review

Once the provost has clicked OK to forward the application to the president, the president receives this email:



After clicking on the applicant's name in the email, the president will automatically be taken to this page in Vibe. The president should then follow the revised instructions on the page.



## Instructions for the Candidate

You have read-only access at this stage. Once the President has archived the dossier, you will lose access to this application.

## 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 recommendation document President.Recommendation.pdf.

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

Once your recommendation is uploaded, click OK to archive the dossier and end the Vibe process.

Once the dossier is archived, 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.**

## Revised Text for President Instructions

- **Outside of the Vibe system, notify the candidate of your recommendation.**
- **All documents must be in PDF format.**
- **Name your final recommendation document  
*A.President.EvaluationCandidateLastname.pdf.***
- **Click Upload a Single File at the bottom right to upload.**
- **Once your recommendation is uploaded, click OK to archive the dossier and end the Vibe process.**
- **Once the dossier is archived, 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.**

After uploading all the required documents, the president should click OK to archive the application and finish the Vibe process. Once the OK button is clicked, **both** the president and the candidate will lose access to the application.

**Workflow**

<u>Process</u>	<u>State</u>	<u>Action</u>
Review-reappoint workflow	Final to President	

**Have you attached your recommendation?**

Yes; archive the dossier.

Once the president has archived the application, the candidate receives this final email. All access is removed and the Vibe process is complete.

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Review application process completed Inbox x  

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 **vibe@tcnj.edu** 11:26 AM (0 minutes ago) ☆  

to 

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

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