Electronic Dossier FAQs

Creating/Organizing/Formatting/Submitting e-Dossier for Tenure & Promotion and Contract Renewal at UHCC

Welina mai! We hope this resource document will help you as you prepare to submit your tenure and promotion or contract renewal dossier.

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💡 Where Do I Start?

Where Do I Find the Shared Google Drive?

- Go to the Shared Drive that was assigned to you by the UHCC OVPCC HR Office. (E.g. "Tenure and Promotion Application 9999" or "Contract Renewal Application 9999")

Is There a Template That I Can Use?

- Below are generic templates roughly based on Kapiʻolani CC's Guidelines and Honolulu CC's Guidelines. **Check with your campus for campus-specific requirements or guidelines. You are ultimately responsible for the format and content of your application.** These hyperlinks will prompt you to make a copy.
  - Contract Renewal Google Doc Basic Template
  - Tenure and Promotion Google Doc Basic Template

✍️ The Narrative

Should I create one file or multiple files for my narrative?

- T&P Online Organization Examples (Google Slides, Credit: Joyce Tokuda)

Should I upload a Word, PDF or Google document of my dossier? ▶️ (YouTube, 15:42)

- (00:15) Compatibility
- (01:12) Uploading or linking your document to the portal.
- (05:42) Considerations: Google Doc)
- (07:13) Considerations: Microsoft Word
- (09:21) Considerations: PDF

📔 The Appendix

How do I create digital artifacts?

- Word - Saving and Sharing Documents by GCFLearnFree.org (Note: page down to Exporting documents - To export a document as a PDF file)
- Downloading and printing files from Google Drive (Google Docs) by GCFLearnFree.org
- Print Gmail messages by Google Help (Note: print to PDF)
- How to save a webpage as a PDF by Tyler Lacoma, digitaltrends.com
- Hard copy: Scan to PDF, Adobe Acrobat User Guide

📋 Organizing Google Shared Drive Files and Folders

Organizing Your Google Shared Drive ▶ (Youtube, 4:44)

Helpful Tip: Use the same folder structure that you use in the UH Tenure, Promotion, and Contract Renewal system

- (00:00) Introduction
- (00:21) Naming Conventions
- (01:14) Google Drive Folders
- (02:34) Google Drive Files
- (04:34) Example Shared Drive

Should I use file naming conventions?

- Stay organized, and locate and retrieve files easily
- Arrange files in the order you prefer versus alphabetically (Add numbers to begin the file name). **Note:** If you anticipate having more than 10 items to number, use a two-digit number strategy to maintain the order of your files. For example, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, and so forth.

How do I organize my files and folders?

- Google Workspace Learning Center - Get Started with Shared Drive
    - Add files and folders
    - Manage files and folders

How do I organize and present my appendices?

- Create folders that match your dossier organization
- Upload and organize your appendix items in your Shared Drive folders
- Use a file naming convention strategy

📝 Formatting in Google Docs

Can you show me some basic Google Doc Formatting?

- Editing Your Google Doc e-Dossier ▶ (Youtube, 6:39)
    - (00:32) Using section headings/styles
    - (02:24) How to create a Table of Contents
    - (03:02) How to adjust font-size, line spacing, margins, and clearing formatting
    - (03:53) How to insert page numbers
    - (04:27) How to create tables
    - (05:24) How to add section breaks and change page orientation

How do I create hyperlinks?

- [Hyperlinking within a Google Doc](#) ▶ (Youtube, 3:30)
- [Google Docs: Linking within a Document](#) by [GCFLearnFree.org](#)
- [Linking to Appendix Items](#) ▶ (Youtube, 3:00)

How do I link to videos from my narrative?

Note: The tutorial below discusses the general procedure for "embedding" videos into a Google Doc. When doing this for your e-Dossier, remember that any video files stored in your Google Drive should be copied and uploaded to your UH-provided Shared Drive. This will eliminate the need to check and alter permissions. Additionally, be careful when sharing YouTube videos that you don't manage as access can be revoked at any time.

- ["Embedding" Videos in Google Docs](#) ▶ (Youtube, 9:30)
  - (00:52) ["Embedding a Video Stored in Google Drive](#)
    - (01:04) Check and alter permissions of video file
    - (02:10) Copy share link
    - (02:30) Take screenshots to use as video thumbnail
    - (04:02) Upload/insert screenshot
    - (04:50) Turn screenshot into hyperlink
  - (05:46) ["Embedding" a YouTube Video in a Google Doc](#)
    - (05:52) Sharing publicly available YouTube video
    - (06:12) Sharing your own YouTube video
    - (06:17) Check permissions and copy/paste share link
    - (06:51) Take a screenshot
    - (08:09) Upload/insert screenshot and create hyperlink

What is document outline and how do I show or hide it?

- Every Google Document has the toggle switch for showing or hiding the document outline. The outline is automatically created by Google and it consists of headings which are hyperlinked -- allowing the reader to quickly

jump to desired sections.
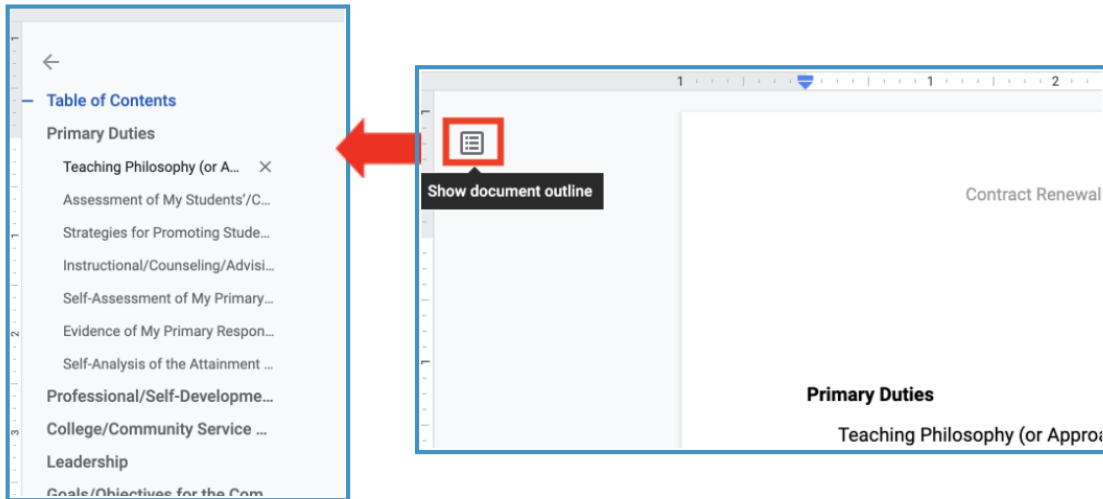
Is there a tool to create Citations and Bibliography?

- [How do I add citations and bibliography? What about footnotes?](#) ▶ (Youtube, 1:42)

How do I link to an archived copy of a webpage (and why might I want to)?

- Use a web archive site like [Archive.today](#) to save a copy of a webpage as it appears at a given moment in time. Why? If a page changes between when you reference it in your dossier and when your dossier is viewed, your reviewers will still see the version of the page that you intended.

- To create an archived copy of a webpage using [Archive.today](#), paste the page URL into the red box and click "save":
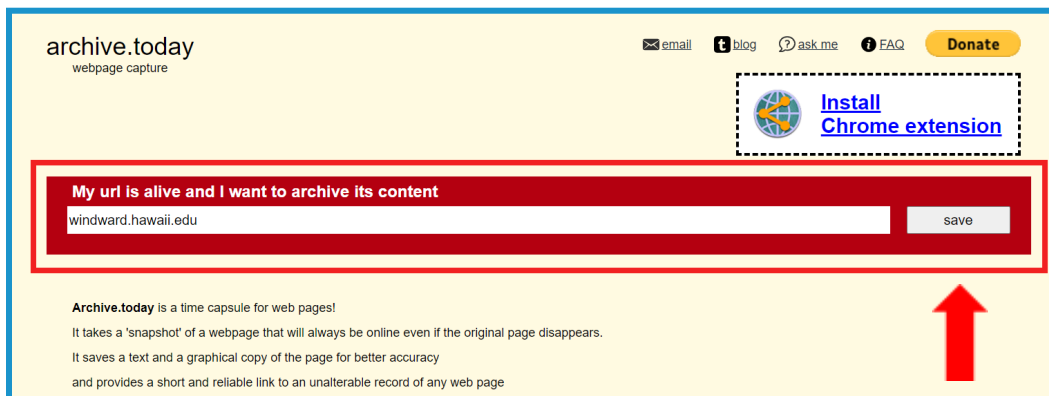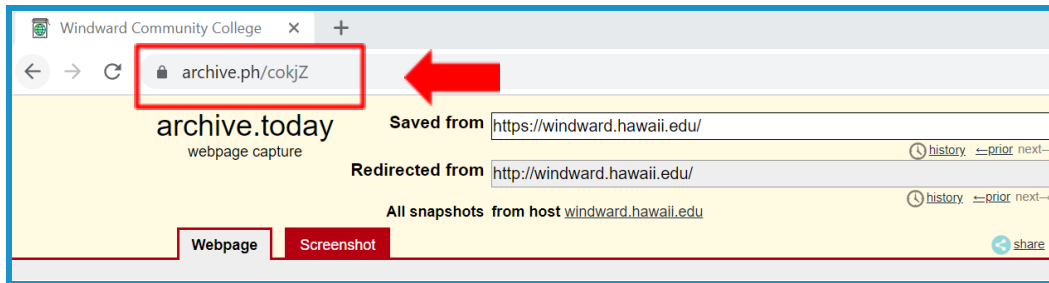
- The link to the archived page will be shown in the address bar on the next screen. Copy this link and insert it into your narrative as you would any other hyperlink. Note: content-rich pages may take a few minutes to archive.

  - To view a graphical copy (saved image) of the page, toggle to the "Screenshot" tab.

- The Internet Archive's Wayback Machine is another popular archive site. Use whichever site feels most intuitive to you.
  - Save Pages in the Wayback Machine (text instructions)
  - How to use the Wayback Machine (video instructions)

📅 Workshop Presentations

Recording

Tuesday, Jul 27, 2021 , 10:00 a.m. to 11:30 a.m.

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