

Report II

There are no revisions to the needs assessment, sub-skills, learners, or context that were described in Report 1. However, due to the scope of the needs assessment, the designer has chosen to narrow the focus of this instruction to focus on the process of completing the online packet.

Revised Goal Statement

Faculty members (Candidates) in the College of Journalism and Communications who are within one year of their tenure date, will maneuver through the online tenure and promotion process correctly and independently.

Task analysis tied to the goal

Procedural Analysis:

1. Receive notice from Department Administrator that the packet is open.
 - a. Look in Inbox of work email for notification from sender: "OPT Notification"
 - b. Check Junk Mailbox for notification.
 - i. If email found in Junk Mailbox, change settings for messages from OPT sender to be allowed as a safe sender.
2. Log on to MyUFL website.
 - a. Have access to Gatorlink user ID and password.
 - b. Navigate to Tenure and Promotion section of Home Page.
3. Assign a Designee Editor.
 - a. Select Add/Update Designee Editor button.
 - b. Identify the Designee Editor with their name or UFID
4. Download T&P template to computer and save as .doc on hard drive or USB.
 - a. Navigate to the UF Faculty Promotion and Tenure Home Page and select Packet Template with Activity.
 - b. Download packet on to the hard drive of the computer or USB
 - c. Check template to confirm that Section 5, 7, 10 and 12 have auto-populated correctly.
 - d. Contact Department Administrator if sections did not auto-populate correctly.
5. Complete Sections 1-4, 6, 9, 11 and 13-26 of the template.
 - a. Comply with T&P guidelines when completing the template.

- i. Online version of Tenure and Promotion guidelines can be found at www.aa.ufl.edu/tenure/
 - b. Save the completed sections of the packet template as ONE .pdf file on the hard drive or USB.
 6. Complete the Waiver Decision section on Cover Sheet.
 - a. Navigate to UF Faculty and Promotion Home page.
 - b. Select the box for whether or not to waive right to view external letters of evaluation.
 - c. Navigate to drop-down box to make selection.
 7. Upload T&P packet pdf file.
 - a. Navigate to Packet Tab.
 - b. Select Faculty Packet button to upload packet pdf file
 - c. Confirm packet uploaded correctly with VIEW button
 8. Certify packet is complete.
 - a. Navigate to CERTIFY PACKET COMPLETE button and select.
 - b. Verify receipt of packet by Department Administrator with confirmation email in candidate's Inbox.
 9. Confirm Dept. Administrator has verified Packet.
 - a. Email from sent from OPT confirming Dept. Administrator has verified packet is received in candidate's Inbox.
 - b. Email requesting additional information and re-certification is received in candidate's Inbox
 - i. Create any changes or add information to the packet that Dept. Admin. requested or suggested.
 - ii. Save updated documents as a pdf.
 10. Upload updated or additional materials into Section 33.
 - a. Navigate to Packet Tab and select appropriate category for each additional document.
 - b. Select the type of update – correction or new
 - c. Upload the documents as outlined in Step 7.
 11. Receive an email notification of document(s) being added to candidate's packet.
 - a. Navigate to Packet Tab.
 - b. View new document.
 - c. Select Approve or Reject.
 - i. If candidate does not take action at Step 11c, the document will automatically be added to the packet in 5 days.
 - d. Step 11 is a possible process until the packet is sent to Academic Personnel Board.
 12. Receive an email notification of completion of Department Reviewers process.
 - a. Navigate to Promotion and Tenure Cover Sheet to view results of assessments.

- b. Navigate to Packet Tab and select Response Complete.
 - i. The College of Journalism and Communications does not have Department Reviewers provide written assessments for the candidate, but the packet cannot move forward to the Chair until the candidate selects Response Complete.
 - ii. If candidate fails to select Response Complete, the Packet will automatically continue to the next stage after 5 days.
- 13. Receive an email notification that T&P packet has been forwarded to Chair for review.
- 14. Receive an email notification that the Chair has uploaded the evaluative letter.
 - a. Write a response to the Chair's evaluation letter in a .doc file
 - i. If candidate chooses not to write a response, navigate to Packet Tab and select "Response Complete"
 - b. Convert the file to a pdf and save to hard drive or USB.
 - c. Navigate to Packet Tab.
 - d. Repeat Step 7.
 - e. If candidate does not upload response letter or select Response Complete from Packet Tab, the packet will automatically proceed to the College Committee for review after 10 days.
- 15. Navigate to Promotion and Tenure cover sheet.
 - a. View the Chair's endorsement by scrolling down to the bottom section of the page.
- 16. Receive email notification of College Committee's review completion.
 - a. Navigate to Tenure and Promotion Cover Sheet.
 - b. Click scroll bar to view assessment results.
 - c. Proceed to Packet Tab and select Response Complete.
 - i. The College Of Journalism and Communication's College Committee do not provide a written assessment, but the packet cannot move forward until the candidate selects Response Complete.
 - ii. If candidate does not upload response letter or select Response Complete from Packet Tab, the packet will automatically proceed to the Dean for endorsement after 10 days.
- 17. Receive an email notification that the Dean has uploaded their evaluative letter.
 - a. Write a response to the Dean's evaluation letter in a .doc file
 - i. If candidate choses not to write a response, navigate to Packet Tab and select "Response Complete"
 - b. Convert the file to a pdf and save to hard drive or USB.
 - c. Navigate to Packet Tab.
 - d. Repeat Step 7.
 - i. If candidate does not upload response letter or select Response Complete from Packet Tab, the packet will automatically proceed to the College Committee for review after 10 days.

18. Candidate can continue to upload additional documents to Section 33 per Step 11 until the final decision on T&P has been made.
19. No further action is required of the candidate in the online T&P system.

Instructional objectives and instructional strategies

GOAL: The candidate will maneuver through the online tenure and promotion process correctly and independently.

Content	Recall	Application	Instructional Strategy: Initial and Generative
Fact/Concrete	Using a computer with internet access, locate the College's Tenure and Promotion Guidelines with 100% accuracy.		REHEARSAL: Provide website address. Have candidates find site on their computer. Demonstrate ability to independently navigate to site.
Fact/Concrete	Using a computer with internet access, locate the College's Tenure and Promotion Calendar with 100% accuracy		REHEARSAL: Provide website address. Have candidates find site on their computer. Demonstrate ability to independently navigate to site.
Fact/Concrete	Using a computer with internet access, logon to the online tenure and promotion template in the MY.UFL portal with 100% accuracy.		REHEARSAL: Provide website address. Have candidates find site on their computer. Demonstrate ability to independently navigate to site.
Concept/ Organizational		Identify the responsibility roles of the Designee Editor, the Department Administrator, College Administrator and Chair.	ORGANIZATIONAL Have candidates read an outline describing the roles of Designee Editor, Dept. Admin and College Admin. Provide candidates with series of situations and have them match to the person responsible for filling that task.
Concept/ Organizational	The candidate will be able to identify what stage the		INTEGRATIVE Provide a flowchart with the

	packet is at in the T&P process by sequencing the events.		sequence of events in the online T&P process. Review the each step in the process. Present candidates with an incomplete flowchart and have them fill in the empty steps to complete the process.
Principle and rules	List five compliance mistakes commonly made by candidates.		RULEG/INTEGRATIVE Review the T&P Guidelines. Discuss the importance of compliance. Develop a list of compliance standards. Have candidates create list of most common errors.
Principle and rules	List the number of days allowed for the candidate's response time at each appropriate step.		CONCRETE Discuss the T&P calendar and its importance. Have candidates create a graphic timeline for the calendar to illustrate length of time between steps.
Principle and rules		Selecting from a finite list, distinguish which materials belong in Section 33.	EGRULE/ ORGANIZATIONAL Review the T&P Guidelines. Create a list of possible materials and have candidates label if they belong in Section 33.
Principle and rules		Selecting from a finite list of information, distinguish which material should or should not be in the packet.	EGRULE/INTEGRATIVE Review the T&P Guidelines. Demonstrate lists of possible material for inclusion in packet. Candidates create list of categorizing material as IN OR OUT of the packet.
Procedure	Using a computer with internet access, download and save the T&P template to the computer's hard-drive with 100% accuracy.		DEMONSTRATION/PRACTICE. Show the navigation steps to view and save the online tenure and promotion packet. Have candidates navigate independently to the site and save the template on their hard drive.
Procedure	Using a PC or MAC, create a .pdf document with 100% accuracy.		DEMONSTRATION/PRACTICE. Discuss the purpose of the pdf file. Demonstrate the

			various methods for creating a pdf file. Have candidates create pdf file with the T&P template.
Procedure	Using a computer with internet access, the candidate will be able to take appropriate action at each stage in the online T&P process		DEMONSTRATION/ORGANIZATION/PRACTICE. Present a CAI of screenshots showing the steps in the process. Review the CAI as group. Individually practice the steps in the CAI. Candidates can control the pace and direction of the CAI.

Please see the link for the Instructional Sequence.

<https://www.lucidchart.com/publicSegments/view/508462ec-b9cc-4136-9c9c-4f880a56c1c7/image.pdf>

Overview

Advance Organizer

Candidates should be familiar with the tenure and promotion standards. Upon hiring, candidates eligible for tenure are presented with a set of University guidelines as well as College guidelines that describe what is needed to achieve tenure. A mentor is assigned to the faculty member to assist them make choices as to the type of research, service and teaching they perform. Workshops are available throughout the six years leading up to packet submission, which help faculty understand what is required for tenure/promotion and explain what is required in the packet. The packet can be the most important document in a non-tenured faculty member's career. Submission of the packet is no longer a manual process so faculty needs to be confident about using the online system. This course will show faculty what information is crucial to grasp prior to submitting their packet and will

ensure they navigate the new online tenure and promotion packet submission process accurately and efficiently.

Details and Practice for each objectives

Teacher: the instructor can be the Department Administrator, Chair or a faculty member who has already gone through the T&P process.

<u>Objective</u>	<u>Summary of Lesson and material</u>	<u>Practice/Feedback/ Grouping/Media</u>
Using a computer with internet access, locate the College's Tenure and Promotion guidelines with 100% accuracy	With guidance of a teacher, candidates will locate the T&P guidelines for the College. They will then practice this skill independently.	Practice independently. Working independently. Teacher presents on projected computer screen. Students work on individual computers.
List five compliance mistakes commonly made by candidates.	Teacher reviews T&P packet guidelines with candidates. Highlights the sections that are historically known to be places candidates make mistakes. Teacher fields any questions about types of mistakes.	Teacher supplies abbreviated sample T&P packet to candidates. Candidates independently review and correct all the mistakes. Teacher reviews all mistakes with candidates to ensure all mistakes are caught. This is done on paper.
Select which materials belong in the packet and which belong in Section 33.	Teacher highlights different material that can be in the packet and which section it belongs to. Discuss with candidates the purpose of Section 33.	Teacher supplies list of materials for packet. Candidates individually identify which section they belong in, including Section 33. This is done on paper.
Identify the responsibility roles in the T&P process of the Designee Editor, the Dept. Administrator, College Administrator and the Chair.	Candidates are given a paper with each person's role along with a definition of their duties.	Independent activity: Candidates are given list of steps in the T&P process and match them to the correct administrator. This is done of paper.
Using a Mac or PC create a pdf file with 100% accuracy.	Teacher supplies on a computer the same documents that have been used in the previous steps of instruction. The teacher demonstrates how to create a pdf and save the first document.	Working individually on personal computers, the candidates will create pdf files from each of the other documents that the teacher provided
Using a computer with internet access, locate the College's T&P calendar	Teacher provides the website with the calendar address.	Working individually on personal computers, the candidates will locate the calendar. Teacher will field questions.
Using a computer with internet access, logon to the online tenure and promotion page in the MY.UFL portal.	Working from of a computer with projection screen, the teacher will show the candidates where the tenure and promotion homepage is located.	After watching the demonstration, the candidates will use a self-paced CAI program that is loaded with screen shots of the MY.UFL portal and navigate to the T&P homepage. The CAI has the ability to go forward and back, allowing for self-pacing. Candidate cannot proceed to next step unless goal is completed. This can be done independently.
Using a computer with internet access, download and save the T&P template to the computer's hard-drive with 100% accuracy.	At this stage, the teacher will demonstrate on a projected computer how to download the T&P packet. They show the candidate which sections should auto-populate. Recalling the earlier lesson, the teacher will ask them who to contact if they there is an error in the auto-population.	After viewing the teacher download a sample template The candidates will download their own template and save to their hard-drive or USB. They will then check the auto-populated sections for accuracy. Only the candidate will be able to confirm the accuracy of their template. From what they learned in an earlier lesson, they will provide feedback to the Department Administrator if it is incorrect.
Using a computer with internet access, take appropriate action at each stage in the T&P Process	The teacher will turn the candidates over to the CAI tutorial and will serve as a support and troubleshooter from this point forward.	Working independently, and using the CAI that is loaded with screen shots of the T&P online process, the candidate will follow a sample packet going through the process. The process will include the responsibility of each participant in the process. The candidate will be able to move forward and backward or pause the screenshots. They will be asked for

		active participation by selecting the correct button with their mouse. Feedback will be provided by a warning pop-up note indicating an incorrect answer. Correct answers will receive the feedback of being able to move to the next step.
Identify what stage and action is required by sequencing the events.	The teacher will turn the candidates over to the CAI tutorial and will serve as a support and troubleshooter from this point forward.	The CAI will be loaded with a flowchart software that shows each stage of the online T&P process. The candidate will be need to put the stages in the correct order and identify which action occurs at each stage. Feedback will be given while they are working in this software, by not allowing a sequence to be out of place if the candidate tries to put them in the wrong order.
List the number of days allowed for the candidates response time.	The teacher will explain the purpose of the response times. They will then review the guidelines from the earliest lesson and cover the allowable response times at each stage of the T&P process. They will emphasize the unique areas of response times on the online process that are unique in the College of Journalism and Communications.	Using the finished flowchart, the candidate will now add the number of days that are allowed with each response. Feedback will be given if the candidate places the wrong number in the sequence.

Assessments on instruction

Pre-Assessment:

There would not be a pre-test for this instruction as this is procedure that the candidate will only go through two times in a seven year period. They are not expected to know how the online process works and almost certainly would not have encountered it before. The participants feel that they have little extra time in their schedule and while this process is extremely important to them, they would resent having to waste time on a pre-test. Therefore it can be presumed their knowledge of the online process is low, but their ability to grasp the procedure is high. Each of the candidates has similar educational backgrounds and therefore a high level of pre-existing knowledge can be expected prior to implementing this instruction.

Post-assessment:

All skills will be directly-tested by having the candidates take a CAI tutorial without the guidance instructions. Upon completing the course, candidates will go to an abbreviated version of the original tutorial and demonstrate competency by clicking through the sequence in correct order. Each incorrect 'click' will be recorded and measured. Scores will be made available to the instructor to assess the effectiveness of the course.

References:

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