

Canvas P&T Dossier Shell Orientation for New Faculty

Jackson State University

Faculty Development for Student Success



Welcome & Framing

Your Digital Workspace

This session introduces the Canvas Promotion & Tenure Dossier Shell.

Document Your Journey

Your private digital workspace to document and reflect on your academic journey.

Year-by-Year Progress

Designed to reduce stress and support year-by-year progress.

Start Early

Optional but highly encouraged starting in your first year.

Why Use the Shell?



Aligned with JSU's official CAPT structure.

Prevents last-minute stress before third-year review or promotion.

Keeps your materials organized by year and evaluation area.

Private by default – you control access.

Supports mentoring, reflection, and growth.

Live Walkthrough of the Canvas Shell

I'll now walk you through the Canvas shell:



Start Here Module



Sample Year Module



**Template for Annual
Documentation**



CAPT Dossier Builder



Files Section

 *(Now—let's walk through the Canvas shell directly.)*

What Happens During Review?



You'll grant reviewers access when your dossier is ready.



They'll be added as "students" in read-only mode.



We may explore Canvas-based commenting and voting features in future phases.



Getting Started

1

Receive Your Shell

You'll receive your own personalized Canvas P&T Shell.

2

No Setup Required

No setup required—just begin with your current academic year.

3

Submit Your Work

Use it to submit your **October 15 goals** and **May accomplishments**.

4

Get Support

Reach out to Faculty Development for support at any time.

Questions?

We're here to support you every step of the way. Feel free to ask questions or request one-on-one assistance.

 Phone ext: **6951**

 Email: jsucus@jsums.edu