Things to Check in Dossier Preparation 2019
Posted August 28, 2019

1. **Record of Review (form 109)** – use current version of all forms!
   - Joint appointments (in a second TIU) must be listed
     - requires letter from head of other unit in section VB3
   - Courtesy (non-salaried) appointments are not listed on form 109
   - Proposed action (promotion only vs. promotion and tenure vs. fourth year review)
   - Years excluded from tenure clock must be listed
   - Record of Review must be signed by TIU head/regional dean
     - digital signatures are allowed
   - Recommendations by TIU head/regional dean must match letters

2. **Dossier Checklist (form 105)** – use current version!
   - Candidate must sign p. 1 of Dossier Checklist (form 105), checklist must be complete, actions must be done as indicated
   - Candidate must not sign other parts of the checklist that are not the responsibility of the candidate
   - POD must complete and sign checklist (p. 2-4); items indicated must be in dossier
   - POD must not fill out or sign college checklist (p. 5-7)

3. **Numerical Voting Record in the Tenure Initiating Unit (form 105 p. 4)**
   - Percentages for positive vote or quorum must correspond to what is in TIU’s APT document (and in Peer Review Procedures table)
   - Eligible faculty total must not include TIU head
   - Eligible faculty total must not include those on leave or otherwise excused
     - should be sum of those excused plus those participating
   - If faculty who are excused (e.g., on FPL) choose to participate, they should no longer be listed as excused

4. **Core dossier**
   - Introduction must include education, previous positions
     - narrative is optional but if used should be short and factual
     - list courtesy appointments, indicate courtesy vs. salaried
   - Teaching table should list all courses since hire for promotion to associate, last 5 years (or since promotion if less than 5 years) for promotion to professor
   - Follow word counts listed on core dossier outline
   - Publications, grants, etc. may not be listed more than once
   - Work in progress should be discussed only in the narrative section
   - Information regarding impact (e.g., charts from google scholar) that are referred to in the narrative statement by the candidate must be included in the core dossier
   - Descriptions of role in joint work are required for each coauthored publication and should be brief; percent effort must be included (after fall 2019) but is not sufficient
   - Joint research grants should indicate candidate's role, who is PI, and how much funding goes to the candidate's program
   - Student comments may NOT be quoted in narratives; these should be summarized by
someone other than candidate in section IVC of the final dossier

5. **Internal letters**
   - Annual review letters must be in IIIA1 (if cannot be located, should have explanatory note)
     - put in chronological order, oldest first
   - ALL Fourth year review letters are required for promotion to associate
     - include all internal recommendation letters that were generated
       (regional campus letters if appropriate, P&T chair, chair, chair of secondary unit
       if appropriate, college review panel; executive dean)
   - For promotion to associate, include all since date of hire
   - For promotion to professor, last 5 years (or since promotion if less than 5 years)
   - Written comments from candidate in response to annual reviews (including fourth year review) should be in section IIIA2
   - Peer teaching review letters must indicate who wrote them; number should match what is indicated in the TIU APT document and on form 105 p. 2; include note if fewer than required; place in section IIIA3 in chronological order, oldest to newest

6. **External Evaluators**
   - Summary sheet (form 114)
     - “suggested by” column should match the “evaluator suggested by” box on form 106;
     - “relationship to candidate” shouldn’t say “none” if the actual letter states a relationship
     - if an evaluator was suggested by both the candidate and the chair or P&T committee,
       list as chair/P&T committee on forms (not as candidate if named independently by others)
   - Summary for non-responding evaluators (form 115) is no longer used
   - External evaluator form should BRIEFLY highlight qualifications
     (just saying “AAU” or describing research interests is not sufficient; be sure to list name of university (not just “School” if subdivision of university) and evaluator’s academic title including rank
   - Letter of invitation included as sample should ensure that reviewers are aware of what rank candidate is being considered for (i.e., it is a procedural error if letter says the person is being considered for professor but they are being considered for associate professor)
   - Letters need to be signed (electronically is ok) and on official stationery; e-mail message is ok if necessary but needs to be from institutional address - add comment that TIU has verified

7. **Student Evaluations**
   - Include both summary table (IVA) and individual course reports (IVB) in chronological order, oldest to newest
   - Individual course reports should be one page report format
   - For promotion to associate, include all since date of hire
   - For promotion to professor, last 5 years (or since promotion if less than 5 years)
   - Student comments (IVC) if used by your TIU should be presented as a summary generated by someone other than the candidate; do NOT include raw comments report from SEIs; summary must indicate who generated it
   - Do not include evaluations from prior institution(s); can describe previous teaching in narrative

8. **APT Internal Review Evaluations**
   - Include letter from chair/director of joint TIU, Discovery Theme, etc. as appropriate in section VB3
9. **Copies of research publications/creative work**  
   - Should be kept by the department and not submitted with the dossier

10. **Dossier file structure**  
    - Use current set of divider templates (printed on colored paper)  
    - Include all divider pages even if no letter (e.g., regional letters)  
    - No double-sided printing; check quality of scan/pdf  
    - Follow instructions for making/naming PDF