Things to Check in Dossier Preparation 2020
Revised June 18, 2020

1. Record of Review (form 109) – use current version!
   - 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
   - Note proposed action (promotion only vs. promotion and tenure)
   - 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) BEFORE eligible faculty meeting
     to verify that core dossier is correct; 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
   - Use current version of core dossier outline
   - Teaching table should list all courses since hire for promotion to associate, last five years (or since promotion if less than five years) for promotion to professor
   - Follow word counts listed on core dossier outline
   - Publications, grants, etc. may not be listed more than once (exception is graduate student publications, which can also be listed as candidate publications)
   - Work in progress is 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 may be included, 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

5. **Internal Letters**
   - Annual review letters must be in IIIA1 (if cannot be located, should have explanatory note)
   - place 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)
     - new dividers: fourth year letters now go in section IIIA3 (not IIIA1)
   - For promotion to associate, include all since date of hire
   - For promotion to professor, last five years (or since promotion if less than five 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” should not state “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
   - Summary for non-responding evaluators (form 115) is no longer used
   - External evaluator form should BRIEFLY highlight qualifications (simply 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)
   - Include list of materials sent to evaluators with sample letter
   - 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
   - Follow SEI Reports Access documents (on intranet) for description of correct SEI reports to include
   - For promotion to associate, include all since date of hire
   - For promotion to professor, last five years (or since promotion if less than five 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
8. **APT Internal Review Evaluations**
   - Include letter from chair/director of joint TIU, Discovery Theme, etc. as appropriate in section VB3
   - Include documentation of TIU comments process in VB4
     - no specific format is required, email exchange is allowed

9. **Copies of research publications or 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 in P&T Review Submission Guidance Document for creating and naming PDF