Things to Watch in Dossier Preparation 6-28-18

1. Record of Review (form 109) – use current version!
   - Joint appointment not included on Record of Review sheet and/or letter
     missing from head of other unit (department, school, center/discovery theme focus area leader)
   - Proposed action (promotion only vs. promotion and tenure) incorrect
   - Years excluded from tenure clock not listed on Record of Review Sheet
   - Record of Review not signed by chair/regional dean
   - Recommendations by chair/regional dean don’t match letters

2. Dossier Checklist (form 105) – use current version!
   - Candidate does not sign page 1 of Dossier Checklist (form 105)
     or checklist incomplete, or actions not actually done as indicated
   - Candidate signs other parts of the checklist that are not the
     responsibility of the candidate
   - POD does not sign checklist, or signs but checklist not complete; items
     checked are not actually in dossier
   - POD incorrectly signs college checklist (p. 5-7)

3. Numerical Voting Record in the Tenure Initiating Unit (form 105 p. 4)
   - Percentage for positive vote or quorum does not correspond with what’s
     in TIU’s APT document
   - Eligible faculty total includes chair (should not be included)
   - Eligible faculty total includes those on leave or otherwise excused
     (should not unless they attend meeting)

4. Core dossier
   - Introduction doesn’t include education, previous positions
   - Publications, grants, etc. are listed more than once
   - Information regarding impact (e.g., charts from google scholar) that are
     referred to in the narrative statement by the candidate are not
     included in the core dossier
   - Narratives/description of role in joint work are missing or are too long
   - Student comments should not be quoted in narratives; these should be
     summarized by someone other than candidate and placed in IVC

5. Internal letters
   - Annual review letters missing in IIIA1 (if cannot be located, should have
     explanatory note)
   - Fourth year review letters missing - include all internal recommendation
     letters that were generated (regional campus if appropriate, P & T
     chair, chair, chair of secondary unit if appropriate, college review
     panel; executive dean)
   - Written comments from candidate to annual reviews (including fourth
     year review) should be in section IIIA2
- Peer teaching reviews (IIIA3) – letters must indicate who wrote them; number should match what is indicated in the TIU APT document and on form 105 p. 2; include explanatory note if fewer than required

6. External Evaluators:
- Summary sheet (form 114) : “Suggested by” column should correspond to the “evaluator suggested by” box on form 106 (e.g., summary shouldn’t list chair and the individual form list candidate; “relationship to candidate” shouldn’t say none if the actual letter in the file starts out by stating a relationship; if an evaluator is suggested by both the candidate and the chair or P & T committee, either option can be used on the sheet and summary form)
- Summary for non-responding evaluators (form 115) is no longer included
- External Evaluator form should only briefly highlight qualifications (language should be similar to what was provided to the college in pre-approval process; do not need CV); be sure to list name of university (not just “School” if subdivision of university) and title
- Letter of invitation included as sample should ensure that reviewers are aware of what rank candidate is being considered for (i.e., if letter supplied says the person is being considered for professor but they are being considered for associate professor, that is a procedural error)
- Letters need to be signed (electronically or otherwise) 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)
- Student comments (IVC) should be presented as a summary generated by someone other than the candidate; do NOT include raw comments report from SEIs

8. APT Internal Review Evaluations
- Include divider pages even if no letter (e.g., regional letters)
- Include letter from chair/director of joint appointment, Discovery Theme, etc. as appropriate
- Include documentation of TIU comments process

9. Copies of research publications
- should be kept by the department and not submitted with the dossier

10. Dossier structure
- Divider pages missing or not in color
- Follow guidance in instructions regarding no double-sided printing
- Follow instructions for making/naming PDF