Top Errors in Dossier Preparation 7-19-17

1. Record of Review:
   - 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 vs. promotion not tenure) incorrect
   - Years excluded from tenure clock not listed on Record of Review Sheet
   - Record of Review not signed
   - Recommendations by chair/regional dean don't match letter

2. Dossier Checklist (form 105)
   - 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
   - POD signs but checklist not complete; items checked are not actually in dossier
   - POD signs college checklist (p. 5-7)

3. Numerical Voting Record in the Tenure Initiating Unit (p. 4 of Dossier Checklist)
   - Percentage for positive vote does not correspond with what’s in APT document
   - Chair is included in totals (should not be)
   - Eligible faculty total includes those on leave (should not unless they attend)

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 as an appendix to the core dossier
   - Student comments should not be quoted in narratives; 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; dean)
   - Written comments from candidate to annual reviews (including fourth year review) should be in section IIIA2
   - Peer teaching reviews (IIIA3)– number should match what is indicated in the TIU APT document; should be explanatory note if there are fewer than required
6. External Evaluators:
   - Summary Form: “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)
   - 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)
   - 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 and they are being considered for associate professor, that leads to procedural issues)
   - 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

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.
   - Include documentation of TIU comments process

9. Copies of research publications—should be kept separately by the department and not appended to or 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 PDF