

Things to Check in Dossier Preparation 2023

Revised October 4, 2023

Below please find a quick reference guide to the sections of the P&T dossier that addresses common issues encountered by faculty and staff as they finalize this document. Refer to the P&T Review Submission Process and Interfolio P&T Submission Process documents for more detailed guidance (posted on the [ASC Intranet – Promotion and Tenure](#)). Keep in mind that rules and requirements for dossiers are based primarily on the [OAA Policies and Procedures Handbook, Volume 3: Promotion and Tenure](#). We encourage you to become familiar with this document and refer to it often as you compile the dossier. If you have any questions about this process, please contact [Toni Calbert \(.5\)](#).

- **Record of Review (Form 109)** – not required for 2023-24
- **Dossier Checklist (Form 105)** – replaced by 3 Interfolio forms
 - Promotion and Tenure/Promotion Dossier Checklist – formerly page 1, responsibility of candidate
 - POD Verification Form – formerly pages 2-3, responsibility of the POD
 - Deliberative Body Form – formerly page 4, now responsibility of the P&T Chair
- **Introduction**
 - Introduction should be in a separate file from the core dossier. These documents will be uploaded as two different files.
 - Introduction must include education and previous positions
 - Arrange all items in this section in REVERSE chronological order
 - list courtesy appointments, indicate courtesy vs. salaried
 - Biographical Narrative: should be no longer than 750 words and should place the candidate’s scholarly record in context for a broad university-level reviewing audience. Information available immediately below about appointments and degrees should not be duplicated.
- **Core Dossier**
 - Core dossier should be in a separate file from the introduction. These documents will be uploaded as two different files.
 - Use current version of [core dossier outline](#)
 - Arrange all entries in sections of the core dossier in REVERSE chronological order (newest to oldest)
 - Teaching table should list all courses since hire for promotion of probationary faculty, last five years (or since promotion if less than five years) for promotion of non-probationary faculty
 - Columns for student evaluations and peer evaluations should match the documents provided in the dossier for these sections.
 - Follow word counts listed on core dossier outline (no longer than 750 words, except where noted)
 - Publications, grants, etc. may not be listed more than once (exception is graduate student publications, which can also be listed as candidate publications)



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- 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 must also be included.
- Joint research grants should indicate candidate's role, who is PI, and how much funding goes to the candidate's program as well as a brief description of candidate's intellectual contribution and percentage of contribution.
- If research is included prior to the start of candidate's current appointment, clearly indicate through subheadings or other notation items from before/after current appointment
- Student comments may NOT be quoted in narratives; these should be summarized by someone other than candidate

- **Internal Letters**
 - Annual review letters and any candidate comments must be added (if a letter cannot be located, include an explanatory note)
 - place in chronological order (oldest to newest)
 - ALL fourth-year review letters are required for promotion to associate
 - include all internal recommendation letters and any candidate comments that were generated (regional campus letters, if appropriate, P&T chair, chair, chair of secondary unit, if appropriate, college review panel; college dean)
 - 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)
 - Peer teaching review letters must indicate who wrote them; number should match what is indicated in the TIU APT document and the peer eval column of the teaching table; include note if fewer than required

- **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 independently suggested by both the candidate and the chair or P&T committee, list as chair/P&T committee on forms
 - check that information on Form 114 matches cover page Form 106 and letter for each evaluator
 - 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



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- aware of what rank candidate is being considered for (e.g., 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 the source
 - **Student Evaluations**
 - Include both cumulative report and individual course reports in chronological order, oldest to newest
 - Individual course reports should be one page report format (Overview Report)
 - Follow [SEI Reports for P&T Dossiers](#) 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, 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 (name and role). See [Summary of Student Comments Template](#) for suggested format.
 - **APT Internal Review Evaluations**
 - Include letter from chair/director of joint TIU, Discovery Theme, etc. as appropriate
 - Comments Process: Include documentation of TIU comments process. See the [ASC Interfolio Comments Process](#) document for additional guidance.
 - **Copies of research publications or creative work**
 - Should be kept by the department and not submitted with the dossier
 - **Dossier file structure**
 - Follow instructions in the [ASC Interfolio P&T Submission Process](#) document

