

*Materials linked from the January 29, 2018 Promotion & Tenure Committee agenda.*

Pertains to section FACULTY DOSSIERS, Compilation of the Dossier.

NEW

Prior to the dossier receiving its first formal review by the department P&T committee, the candidate must sign and date a certification that the open part of the dossier is complete. Should the candidate and the supervisor of the tenure unit disagree on the inclusion of some materials, the candidate may indicate his or her objection in the statement of certification. ~~After~~ ~~Once~~ the dossier is certified, the only materials to be added **automatically** will be the letters of committee and administrative reviews, and ~~in~~ ~~some cases~~ the candidate's response, **if any**, to an evaluation as described in the following section.

**Additional material that further demonstrates significant achievements may be added at any time during the process. These modifications to the dossier can be made only if proposed by the candidate and if the supervisor of the tenure unit agrees on these additions. If evaluators discussing an amended dossier decide that these changes or additions could have altered decisions made earlier in the process, they may choose to request to give all previous committees and administrators an opportunity to reassess their evaluation of the dossier. Additional material should be placed in section X and should be clearly labeled with their date of inclusion.**

OLD

Prior to the dossier receiving its first formal review by the department P&T committee, the candidate must sign and date a certification that the open part of the dossier is complete. Should the candidate and the supervisor of the tenure unit disagree on the inclusion of some materials, the candidate may indicate his or her objection in the statement of certification. Once the dossier is certified, the only materials to be added subsequently will be the letters of committee and administrative review, and in some cases the candidate's response to an evaluation as described in the following section. If manuscripts are accepted for publication after the dossier is certified, it is the faculty member's responsibility to inform his or her supervisor. That information will then be considered in the review.