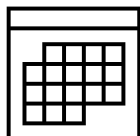


Dossier Submission Tips

We are providing this tip sheet to help as you prepare dossiers for faculty promotion. Below are some of the areas that we have found can lead to problems during the review process. Our mutual goal is a smooth transition through the promotion process; we hope these tips can reduce delays in the process.

Please carefully review the [dossier format for tenure track or tenured faculty review](#), as it contains clarifying details about the dossier content and format. Ensure that your [department's or school's guidelines](#) for dossier format and standards of review are also met in the submission.

Timing



- Review the [dossier submission schedule](#) and [levels of review](#) to ensure timely submission and understanding the timeline for each step in the process.
- Build in time for adequate review and revision of the dossier at the department and school level.
- Dossiers for [nominated faculty](#) should be submitted within six months of the nominated appointment start date.
- Remember the way the dossier is prepared is a reflection on the candidate as well as the unit. Aim for a well-prepared dossier.

Voting



- Ensure that all eligible voting faculty participate in the voting process and the outcome is documented in the chair's letter. If faculty members are absent, explain why.
- Make sure to document reasons for "no" votes or abstentions.
- If a voting member is on leave or has conflict of interest, they should be recused from the vote- they should not be recorded as an abstention.

Letters of Evaluation



- The solicitation letter should clearly state the expectations for scholarship in the faculty member's particular discipline.
- Consider including a COVID impact statement in the solicitation letter.
- Ensure that the list of potential external reviewers have an "arms-length" relationship with the faculty member by carefully reviewing the reviewer's CV to the candidate's CV and/or outlining what could be considered as a conflict of interest.
- Reference the *Letters of Evaluation* section of the [Dossier Format guidance](#) for specific information about conflicts of interest. Also see the unit's APT policies.
- Ensure that letters of evaluation explicitly state the relationship to the candidate, including stating if there is no relationship.
- If there is potential for a perceived conflict of interest with a letter writer, solicit an additional letter.

Chair's/Dean's Letter



- Explain why the faculty member's dossier makes a compelling case to move forward (especially important for promotions to Full Professor and for early promotions to Associate Professor). If the candidate negotiated for previous teaching in a rank to be credited toward promotion/tenure, provide an explanation.
- Explicitly address any possible concerns regarding conflicts of interests for any external letter writers.
- Explain any concerns that were noted in the voting process or in referee letters, including the number of declines to review the dossier, negative or lukewarm letters, and any negative votes.