



# DOSSIER DOs & DON'Ts

## A CHECKLIST TO SUPPLEMENT *THE GUIDE TO THE PROMOTION PROCESS*

### Formatting CVs

- Follow format in the [dossier template](#), including listing publications in chronological order.
- List all publication information, including sequence of authors, title, journal, page numbers, and years.
- Clearly distinguish peer-reviewed from other publications.
- Only list pending or awarded grants and identify sources of funding (federal, state, industry, and foundations).
- Make sure the list of collaborators is complete.

### Tabulating Workload Assignments

- Workload summaries should not include evaluative comments.
- Administrative, clinical, and extension duties should be distinguished from other service commitments.
- The summary should explain what counts towards research, teaching, and service activities.
- It should identify the number of course units per year required for the teaching assignment.
- Summaries should be prepared by heads and cosigned by candidates.

### Soliciting External Reviews

- Use the current [required template letter](#) for soliciting external reviews in Appendix D. If modified, request permission for modification from Vice Provost for Faculty Affairs before sending to solicit external reviewers.
- **Reviewers must have rank equal or superior** to the title candidates are being reviewed for promotion.
- Letters should not come from individuals who have coauthored with candidates in the last five years.
- Such individuals should submit collaborator letters, which come right after external reviews in dossiers.
- Dossiers should contain 3 to 8 letters. If one or more are found to be collaborators or not rank eligible it strongly suggested to include at least 5 letters.
- No more than half of the external letters can be from the candidate's list.

### Forming Committees

- Department heads/directors and committee members should not have coauthored or collaborated closely with the candidate.
- Committees for candidates with shared appointments must have a member from the secondary departments.
- Administrators at dean's level cannot serve on department committees.
- Department heads/directors going up for promotion cannot be reviewed by those in their department/unit of oversight.

### Reviewing Teaching

- A separate and thorough memo evaluating the teaching/teaching portfolio must be included in [section 7](#) that is signed by all members of the committee.
- TCE Reports (Comparison and Comments) should be discussed in the committee teaching evaluation memo.
- Committee members should draw up representative comments from students.
- Reviews of teaching should be conducted by rank-eligible faculty whenever possible.
- Observation reports should use the observation tools through the Office of Instruction & Assessment (OIA).
- Candidates may request that teaching portfolios be sent to external reviewers.

### Reviewing Service

- Candidates who have major service and outreach duties should document their work in a service portfolio.
- Service portfolios should include assessments of outcomes and impact.
- Candidates may request that their service portfolios be sent to external reviews.

### Recognizing Interdisciplinary Collaborations and Shared Appointments

- If the candidate is active in a GIDP, an evaluation from the GIDP chair must be included.
- Review committees should include representatives from GIDPs and joint appointment departments.
- Heads reviewing candidates with shared appointments may collaborate on a letter or submit separate reviews.

### Completing Reviews

- Complete reviews by suggested deadlines to avoid disrupting candidates' reviews.
- Reviews should identify candidates' contributions with units' criteria and mission.
- Assessments of research, teaching, and service should be weighted according to candidates' workloads.
- If appropriate for the discipline, citation indices and impact factors can be used as benchmarks.
- Negative comments in external reviews must be addressed.
- Note strengths and weaknesses, **include numbered vote count from committees** and/or faculty, as well as minority statements for split votes.