

**INSTRUCTIONS FOR ONLINE SUBMISSION OF DOSSIERS**

The Office of Academic Affairs, in conjunction with the Deans, has developed an online dossier submission process that supports existing procedures for probationary reviews, mid-tenure reviews, and promotion and tenure reviews. Dossier preparation and reviews are consistent with the processes outlined in the UDMPU Agreement: Article 5.8 for probationary faculty and Article 5.9 for faculty applying for promotion and/or tenure. For consistency across all units, the online dossier has been organized into four main folders (Candidate Overview, Teaching, Research & Scholarly Activity, and Service). The folders correspond with the criteria for promotion and tenure (please see item 8 below for criteria specific to Librarians).

**DOSIER PREPARATION and SUBMISSION**

1. **Faculty Dossier Preparation -** Dossiers are transitioning from binders to electronic dossiers. All dossiers must be submitted electronically starting with the May 2023 submission. 
   1. When setting up your dossier, faculty should use the [Detroit Mercy Promotion and Tenure Handbook](https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/DetroitMercyPromotionAndTenureHandbook.pdf) and the [Dossier Content and Check List](https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/Dossier_Content_Revised_5.13.2020.pdf) that are posted on the [Office of Academic Affairs webpage](https://www.udmercy.edu/academics/academic-affairs/index.php) under the Probationary Review, Tenure, and Promotion tab.
   2. For your convenience, a **dossier template** has been created and is available from the Office of Academic Affairs
2. **Faculty** must provide written notice to their Dean’s Office, in a timely manner, of their intent to **submit** their online dossier and copy AVP Karen Lee at [leekm@udmercy.edu](mailto:leekm@udmercy.edu) so that a dossier template can be sent to the faculty member.
3. **Dean’s Office** will complete the Online Dossier Access Table (included at the end of this document) and email to Academic Affairs. Include the name and email address of the applicant and each person who should be granted access to the dossier: Dean, Dean’s Office Representative, Department Chair, list of Department P&T members who need access to the dossier for review, and when appropriate - a list of College/School/Library P&T Committee members who need access. **Paste the completed table into an email to AVP Karen Lee at** [leekm@udmercy.edu](mailto:leekm@udmercy.edu)
4. **Faculty members** must complete the appropriate form listed below and include it with the electronic dossier to ensure a proper review, faculty:

* **A Probationary Faculty member** submitting a dossier for an **Annual Review** will complete page one of the appropriate Probationary Review from.
  + [Probationary Review Form for Faculty](https://www.udmercy.edu/academics/academic-affairs/files/index/Probationary_Review_Form.docx)
  + [Probationary Review Form for Librarians](https://www.udmercy.edu/academics/academic-affairs/files/index/Probationay_Review_Form_Librarian.docx)
  + [Probationary Review Form for Lecturers](https://www.udmercy.edu/academics/academic-affairs/Lecturer-Probationary-Review-Form-Revised-2.3.2022.docx)
* **A Probationary Faculty member** submitting a dossier for **Mid-Tenure Review** will complete the top portion of the appropriate form:
  + [Dossier Transmittal Form for Faculty Mid-Tenure Review](https://www.udmercy.edu/academics/academic-affairs/files/index/Mid_Tenure_Transmittal_Form.docx" \t "_blank)
  + [Dossier Transmittal Form for Librarian Mid-Tenure Review](https://www.udmercy.edu/academics/academic-affairs/files/index/Mid_Tenure_Transmittal_Form_Librarian.docx)
* **A Faculty member** applying for **promotion, tenure, continuous employment, or post-probationary contract renewal** will complete the top portion of this form:
  + [Dossier Transmittal Form for Promotion and Tenure](https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/DossierTransmittalForm_Revised-3.18.2021.docx)

1. **Faculty members** will have until the due date[[1]](#footnote-2) to upload their dossier materials to SharePoint. The main folder of the electronic dossier contains individual folders for each section of the dossier (Candidate Overview, Teaching, Research & Scholarly Activity, and Service).: Please note that a fifth folder has been created for reviewer information: Signed Transmittal Form and Review Documents from Chair, Committees, and Deans.
   1. The **Candidate Overview folder** will contain the Probationary Review Form, Mid-Tenure Transmittal Form, or Tenure and Promotion Transmittal Form (see #6 above); table of contents; curriculum vitae; annual reports; letters of support; awards and honors; and any additional information to be considered.
   2. The **Teaching folder** will contain teaching statement, course syllabi, sample teaching materials and course assessments, peer teaching assessments/evaluations, student course evaluations, and a reflective summary of course evaluations.
   3. The **Research & Scholarly Activity folder** will contain scholarship statement, external evaluators’ letters[[2]](#footnote-3), copies of publications, copies of grant abstracts, and grant award letters.
   4. The **Service folder** will contain service statement and various forms of evidence of service, such as appointment letters, invitations to serve, thank you correspondences, and awards or recognition for service.
   5. The fifth folder: **Signed Transmittal Form and Review Documents from Chair, Committees, and Deans** will be managed by your Dean’s Office, as reviewers have “read only” access. The Dean’s representative will facilitate the signing of the transmittal form and upload review documents from each stage of the review, including external evaluators’ letters.
2. **Librarians** will have until the due date[[3]](#footnote-4) to upload their dossier to SharePoint. The main folder of the electronic dossier will contain individual folders for each section of the dossier (Candidate Overview, Delivery of Reference or Cataloging or Archives/Special Collections, Collection Development, Intercommunication, Professional Development, and Committee Service). The librarians will upload dossier materials into the appropriate folder:
   1. The **Candidate Overview folder** will contain the Probationary Review Form, Mid-Tenure Transmittal Form, or Tenure and Promotion Transmittal Form1; table of contents; curriculum vitae; annual reports; letters of support; awards and honors; and any additional information to be considered.
   2. The **Delivery of Reference or Cataloging or Archives/Special Collections** **folder** will contain summary statement; evidence of work in area of specialty, such as information literacy skills instruction materials, cataloging policies, or archival displays; and evidence of successful work with students, faculty, and other library users.
   3. The **Collection Development folder** will contain summary statement, communication with faculty or letters of commendation from faculty, and URLs to research guides.
   4. The **Intercommunication folder** will contain summary statement; evidence of communication within the library, within the University, and with colleagues in the state and nationally; and copies of training materials or evidence of communication with colleagues in support of training.
   5. The **Professional Development** **folder** will contain summary statement; evidence of participation in continuing education opportunities including workshops, webinars, classes, and conferences; and copies of presentations, publications, and grant proposals.
   6. The **Committee Service** **folder** will contain summary statement and evidence of committee assignments, responsibilities, and specific service to the Libraries/IDS, University, profession, and/or community.
   7. **Other** folder.
3. **Academic Affairs** will only grant access to faculty listed in the table submitted by the Dean’s Office.
4. **All individuals and committees** involved in this process shall follow the existing dossier review procedures identified in the UDMPU Agreement [Articles 5.8 and 5.9].

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| **Online Dossier Access Table** | | **Mark an X under I, II, or III to indicate the level of review.** | | | |
| **Faculty**  **Name** | **Faculty Current Rank** | **I. Probationary Review** | **II.**  **Mid-Tenure Review** | **III.**  **Promotion, Tenure, Continuous Employment, Post Probationary Contract Renewal Review** | |
| **Enter name here** | **Enter rank here** |  |  |  | |
| **Online Dossier Access Requested for:** | | **Access Level** | **Access Period** | **Name** | **Email** |
| Faculty Member/Librarian Submitting Dossier | | Can Edit | Pre/Post Review Period |  |  |
| Dean’s Office Representative | | Can Edit | Review Period |  |  |
| Dean | | Read Only | Review Period |  |  |
| Department Chair/Discipline Coordinator | | Read Only | Review Period |  |  |
| Department P&T Committee Member | | Read Only | Review Period |  |  |
| Department P&T Committee Member | | Read Only | Review Period |  |  |
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| Department P&T Committee Member | | Read Only | Review Period |  |  |
| Department P&T Committee Member | | Read Only | Review Period |  |  |
| **\*\*\*\*\*\*\*\*\*\*\*\*STOP HERE IF COMPLETING FOR A PROBATIONARY REVIEW\*\*\*\*\*\*\*\*\*\*\*\***  **(as indicated with an X for option” I” above)** | | | | | |
| College/School/Library P&T Committee Members | | Read Only | Review Period |  |  |
| College/School/Library P&T Committee Members | | Read Only | Review Period |  |  |
| College/School/Library P&T Committee Members | | Read Only | Review Period |  |  |
| College/School/Library P&T Committee Members | | Read Only | Review Period |  |  |
| College/School/Library P&T Committee Members | | Read Only | Review Period |  |  |
| College/School/Library P&T Committee Members | | Read Only | Review Period |  |  |
| Please add additional rows as needed for committee members. | | | | | |
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1. Due dates are stated in the UDMPU Agreement and summarized in the [Important Dates](https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/Important_Dates_McNichols_Annual_Report_and_Dossier_Submission.pdf) document posted on the Academic Affairs webpage. [↑](#footnote-ref-2)
2. Faculty applying for promotion and tenure are required to have external review letters. Please contact your dean for more information. In most cases the Office of the Dean will receive the letters and upload to the online dossier folder. [↑](#footnote-ref-3)
3. Due dates are stated in the UDMPU Agreement and summarized in the [Important Dates](https://www.udmercy.edu/academics/academic-affairs/aca-affairs-pdf/Important_Dates_McNichols_Annual_Report_and_Dossier_Submission.pdf) document posted on the Academic Affairs webpage. [↑](#footnote-ref-4)