



ONLINE DOSSIER SUBMISSION GUIDELINES

UNIVERSITY OF DETROIT MERCY
August 19, 2022



PROBATIONARY REVIEWS

Probationary Faculty:
 Probationary employees will be evaluated and, where appropriate, probationary contracts offered according to the UDMPU schedule:

Probationary Year (Starts August 16 th)	Probationary Year Being Evaluated	Feedback/ Evaluation Deadline	Evaluation Action(s)	Dossier Submission Deadline**
Year 1	None	None	None	May 15
Year 2	Year 1	October 30	Notice of termination at end of year 2 OR contract for 3 rd and 4 th contract year	May 15
Year 3	Years 1 & 2	October 30	No employment status action required. May notify employee of termination of contract at end of year 4	May 15
Year 4	Years 1-3	October 30 [mid-tenure clock review]	Notice of termination at end of year 4 OR contract for 5 th and 6 th contract year	May 15
Year 5	Years 1-4	October 30	No employment status action required. May notify employee of termination of contract at end of year 6	None. See Article 5.9 for year 6 review
Year 6	All Years (final tenure review)	See Article 5.9 (f)	Tenure & Promotion granted; or termination with 1-year contract unless employee has been previously notified of non-renewal after the 6 th year	See Article 5.9 for Year 6 review

**Note: If a deadline falls on a weekend or a University holiday, the deadline shall be no later than the close of the previous business day.

REVIEW TIMELINE FOR PROBATIONARY FACULTY

Adjustment to Annual Review Schedule For Probationary Faculty	
Procedures for Annual Reviews Extracted from 2021-2026 UDMPU Agreement - Article 5.8(b)	Contract Date
All probationary UDMPU Faculty submit their Annual Report.*	May 15
All UDMPU Faculty submit their signed Annual Report , with Dean's and Chair's comments and signatures to the Office of Academic Affairs via email: academicaffairs@udmercy.edu	October 15
Probationary Faculty members submit dossiers to Dean's Office.*	May 15
Department reviews dossier and forwards to Department Chair with written comments	August 31
Department Chair reviews dossier, meets with probationary faculty member, and forwards dossier to Dean with written comments	August 31
Mid-Tenure Review Tenure and Promotion Committee of School/College/Library reviews dossier and forwards to Dean with written comments	September 15
Dean reviews dossier, meets with probationary faculty member, and forwards dossier to Provost with written comments	September 30
Provost/ VP Academic Affairs notifies faculty member about progress toward receiving tenure, continued employment, or termination of contract.	October 30
* Annual Report Forms and Probationary Review documents are posted to the Academic Affairs webpage .	

Probationary Reviews



UDMPU CONTRACT LANGUAGE

The dossier referred to in Article 5.8(a)(ii) shall be created and maintained by all probationary faculty and submitted according to the deadlines listed in 5.8(c) to their respective Deans' office.

Faculty Actions

1. **Faculty** must provide written notice to their Dean's Office, in a timely manner, of their intent to submit their dossier electronically. (UDMPU **due date is May 15th**)

Dean's Office Representative Actions

1. Notify AVP Karen Lee via leekm@udmercy.edu of faculty who intend to submit an electronic dossier.
2. 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 for mid-tenure reviews - 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**

Dean's Office Representative Actions

Be sure to ask faculty member about the level of review

Be sure to ask Department Chair for a list of Department P&T Committee Members

Be sure to ask the Dean for a list of College, School, or Library P&T Committee Members

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			
Department P&T Committee Member	Read Only	Review Period			
Department P&T Committee Member	Read Only	Review Period			
Department P&T Committee Member	Read Only	Review Period			
Department P&T Committee Member	Read Only	Review Period			
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.

Probationary Reviews

UDMPU CONTRACT

Department Review

The tenured faculty of each department shall determine a process to review the probationary faculty member's dossier annually in order to review and evaluate her/his progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuing employment. The review shall cover the entire period since the initial appointment. Written comments shall be provided to the Department Chair, along with the dossier. **A copy of the comments shall be forwarded to the Dean. All written comments shall be submitted no later than August 31.**

UDMPU CONTRACT

Chair Review

The Chair of the Department shall meet with the probationary faculty member annually in order to review and evaluate her/his progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuing employment. The review shall cover the entire period since the initial appointment. **The Chair shall provide written comments to the Dean, along with the dossier, no later than August 31.** The Chair shall also submit to the Dean any written comments provided by the tenured faculty.

Dean's Office Representative Actions

Reviewers have "view only" access to dossiers. This means they cannot upload, edit, or remove any documents from the dossier.

Representatives from the Dean's Office have "editing" access to dossiers. This means they can upload documents to the dossier received from the Department P&T Committee and from the Department Chair. These documents should be uploaded to the folder entitled: **Signed Transmittal Form and Review Documents from Chair, Committees, and Deans** by **August 31st**.

•For Probationary Reviews, the Representative from the Dean's Office will upload the appropriate Probationary Review form by **September 30th**, signed by the Dean and faculty member.

- [Probationary Review Form for Faculty](#)
- [Probationary Review Form for Librarians](#)
- [Probationary Review Form for Lecturers](#)
- [Probationary Review Form for Clinical Instructors](#)

Mid-Tenure Reviews

UDMPU CONTRACT

Tenure and Promotion Committee of School, College, or Library

Mid-Tenure Review: The Tenure & Promotion Committee of the School/College/Library shall be included in the review of the probationary faculty member's third-year dossier (submitted May 15 of the third probationary year) in order to evaluate her/his progress toward meeting the University, College, School and Department/Program or Library criteria for receiving tenure or continuous/continuing employment. The review shall cover the entire period since the initial appointment. **Written comments shall be provided to the Dean, along with the dossier, no later than September 15**

Dean's Office Representative Actions

Reviewers have "view only" access to dossiers. This means they cannot upload, edit, or remove any documents from the dossier.

Representatives from the Dean's Office have "editing" access to dossiers. This means they can upload documents to the dossier received from the P&T Committee of the School, College, or Library. These documents should be uploaded to the folder entitled: **Signed Transmittal Form and Review Documents from Chair, Committees, and Deans** by **September 15th**.

For Mid-Tenure Reviews, the Representative from the Dean's Office will assist with the copying, distribution, signing, and uploading of the appropriate Mid-Tenure Review form by **September 30th**, signed by the Dept. P&T Committee, Department Chair, Tenure and Promotion Committee of the School/College/Library, and Dean.

[Dossier Transmittal Form for Faculty Mid-Tenure Review](#)

[Dossier Transmittal Form for Librarian Mid-Tenure Review](#)



**PROMOTION, TENURE,
CONTINUOUS EMPLOYMENT,
OR POST-PROBATIONARY
CONTRACT RENEWAL REVIEWS**

Promotion, Tenure, Continuous Employment, or Contract Renewal



UDMPU CONTRACT LANGUAGE

The review process for tenure/Continuous Employment/Renewable Contracts applications is a natural extension of the annual review process for probationary faculty outlined in Article 5.8. The emphasis is on providing robust and extensive feedback to the candidate at all levels. The schedule for the review process shall be as outlined in the table 5.9 (f) of the UDMPU Agreement.

Faculty Actions

1. **Faculty** must provide written notice to their Dean's Office, in a timely manner, of their intent to submit their dossier electronically. UDMPU due date is **September 15th**.

Dean's Office Representative Actions

1. Notify AVP Karen Lee via leekm@udmercy.edu of faculty who intend to submit an electronic dossier.
2. 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 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**

Dean's Office Representative Actions

Be sure to ask faculty member about the level of review

Be sure to ask Department Chair for a list of Department P&T Committee Members

Be sure to ask the Dean for a list of College, School, or Library P&T Committee Members

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				
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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.

REVIEW TIMELINE

For Faculty Applying for Promotion, Tenure, Continuous Employment, or Contract Renewal

UDMPU CONTRACT

Procedure for Review of Promotion and Tenure/Continuous Employment/Renewable Contracts:

The review process for tenure/Continuous Employment/Renewable Contracts applications is a natural extension of the annual review process for probationary faculty outlined in Article 5.8. The emphasis is on providing robust and extensive feedback to the candidate at all levels. The schedule for the review process shall be as outlined in the table below. If a due date in the schedule falls on a weekend or University holiday, the deadline shall be no later than the close of the previous business day.

Adjustment to Annual Review Schedule	
For Faculty Applying for Promotion and/or Tenure/Continuous Employment/ Contract Renewal	
Review Procedures for Faculty Applying for Promotion and/or Tenure Extracted from 2021-2026 UDMPU Agreement - Article 5.9(f)	Contract Date
All UDMPU Faculty submit their annual report.*	May 15th
All UDMPU Faculty submit their signed Annual Report , with Dean's and Chair's comments and signatures to the Office of Academic Affairs via email: academicaffairs@udmercy.edu	Oct. 15
Faculty members applying for promotion/tenure submit dossier to Department Committee and formal written notice to Dean's Office.* Lecturers applying for contract renewal submit their dossiers on the same day.	Sept 15th (sixth probationary year)
Department Committee files report and recommendation to Dean's office	Oct. 1st
Department Chairperson files report and recommendation to Dean's office	Oct. 15th
College/School/Library Committee files report and recommendation to Dean's office	Dec. 1st
Dean files report and recommendation to the McNichols T & P Committee	Jan 15th
McNichols T & P Committee files report and recommendation to the Provost	March 1st
Provost/VP for Academic Affairs makes decision to either grant or deny tenure/promotion subject to Article 5.9(f) (ix0)	April 15th
Remaining dates apply as noted in contract for Appeal process	
* Annual Report Forms and Tenure/Promotion Forms are posted to the Academic Affairs webpage .	



**Dossiers
Submitted by
Faculty Applying
for
Promotion,
Tenure,
Continuous
Employment, or
Contract
Renewal**

Dean's Office Representative Actions

Reviewers have “view only” access to dossiers. This means they cannot upload, edit, or remove any documents from the dossier.

Representatives from the Dean's Office have “editing” access to dossiers. This means they can upload documents* to the dossier received from:

- Department P&T Committee, (Due **Oct 1st**)
- Department Chair, (Due **Oct 15th**)
- P&T Committee of the School, College, or Library (Due **Dec 1st**)
- Dean (Due **January 15th**)

*Note: Documents uploaded are limited to the Committees', Chair's, Dean's letter/report and the signed transmittal form.

These documents should be uploaded to the folder entitled: **Signed Transmittal Form and Review Documents from Chair, Committees, and Deans** by [the respective due dates](#).

The Representative from the Dean's Office will assist with the copying, distribution, signing, and uploading of the Dossier Transmittal form signed by the Dept. P&T Committee, Department Chair, Tenure and Promotion Committee of the School/College/Library, and Dean.

- [Dossier Transmittal Form for Promotion and Tenure](#)



FOR HELP PLEASE CONTACT

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