

**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 promotion and tenure dossier preparation and submission identified in the 2016-2021 UDMPU Agreement [Articles 5.8 and 5.9]. 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 6 below for criteria specific to Librarians).

**Instructions**

1. **Faculty members/Librarians** must provide written notice to their Dean’s Office in a timely manner (**preferably** **one month prior to the submission deadline of September 15, 2020**) of their intent to submit their dossier electronically.

1. **Dean’s Office** will send an email to Academic Affairs requesting an online dossier be set up for the Librarian/Faculty member. Email to [academicaffairs@udmercy.edu](mailto:academicaffairs@udmercy.edu).
2. **Dean’s Office** will also complete the table below 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 a list of College/School/Library P&T Committee members who need access for dossier review. **Paste the completed table into the email to Academic Affairs (**[**academicaffairs@udmercy.edu**](mailto:academicaffairs@udmercy.edu)**).**

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| --- | --- | --- | --- | --- |
| **Online P&T Dossier Access Requested for:** | **Access Level** | **Access Period** | **Name** | **Email** |
| Faculty Member/Librarian Submitting Dossier | Can Edit | Before and After Review Period |  |  |
| Dean’s Office Representative | Can Edit | Until External Review Letters are Uploaded |  |  |
| Dossier Previewer Identified by Applicant | Read Only | Before Review Period |  |  |
| Dossier Previewer Identified by Applicant | Read Only | Before 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 |  |  |
| 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. | | | | |

1. **Academic Affairs** will notify the Dean and the Faculty Member when the electronic dossier folder has been created in SharePoint.
2. **Faculty member** will have until the due date to upload his/her dossier to SharePoint. The main folder of the electronic dossier will contain individual folders for each section of the dossier (Candidate Overview, Teaching, Research & Scholarly Activity, and Service). The faculty member 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 Form[[1]](#footnote-2); 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, 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.
3. **Librarians** will have until the due date to upload his/her 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.
4. **Academic Affairs** will grant access to all those listed in the table submitted by the Dean’s Office after the dossier due date.
5. **All individuals and committees** involved in this process shall follow the existing dossier review procedures identified in the 2016-2021 UDMPU Agreement [Articles 5.8 and 5.9].

1. Faculty member/Librarian must complete the appropriate form to accompany dossier (i.e. Probationary Review Form, Mid-Tenure Transmittal Form, or Tenure and Promotion Transmittal Form). Forms are posted on the [Academic](https://www.udmercy.edu/academics/academic-affairs/index.php) [Affairs website under the Promotion and Tenure tab.](https://www.udmercy.edu/academics/academic-affairs/index.php)  [↑](#footnote-ref-2)