



Instructions for Electronic Submission of Faculty Review Dossiers

If you have any questions or concerns regarding the below information, please contact Hannah Miller, Associate Vice Provost, Office of Academic Affairs.

1. Only electronic faculty review dossiers will be accepted on the Academic Personnel Deadlines and in accordance with the Academic Personnel Deadlines Calendar posted on the OAA website in August of each year.
2. Each college/school/unit should submit dossiers to the Google Shared Drive folder that has been shared with each college/school/unit.
3. Electronic dossiers must include all required documentation listed in the University P&T Guidelines and approved Departmental Guidelines. The required documentation is listed on the Dean's Checklist.
4. **The Dean's Checklist is a tool for organizing dossiers. The checklist itself is not required to be submitted as part of the electronic dossier.** Three Dean's checklists are posted on the OAA website for dossiers submitted to the Provost.:
 - Dean's Checklist: Tenure-Related Faculty Promotion and/or Tenure
 - Dean's Checklist: Non-Tenure Track Faculty Promotional Reviews
 - Dean's Checklist: Non-Tenure Track Instructional Faculty Milestone Review
5. It is preferable that each item on the Dean's Checklist be submitted as a single PDF file. Please use [the numbers on the Dean's Checklist](#) along with the following naming convention or similar (e.g. 1_UNIT_DEPT_Viking_Victor_P&T_Appraisal_Signature_Sheet..pdf):
#_UNIT_DEPT_DOCNAME_LASTNAME, where
 - i. **#** - item number on the Dean's Checklist
 - ii. **LASTNAME** - is the last name of the candidate (e.g. VIKING, VICTOR)
 - iii. **DOCNAME** - the name of the document from the Dean's Checklist (e.g. DeptChairsLetter)

6. If there is a reconsideration of the P&T/NTTF Committee, Department Chair/Equivalent, or Dean's recommendation, please use the appropriate file naming convention as shown in the Appendix.
7. Sample templates provided for the Appraisal Signature Sheets, Report on External Letters, and external peer review requests are provided on the OAA website.

Please review and confirm these requirements for items on the Dean's Checklist.

1. Appraisal Signature Sheets
 - a. All committee members, committee chair, department chair, and candidate names must appear in print, and each has signed the form prior to submitting it to the Dean. The Dean's name appears in print, and they have signed the appraisal signature sheet before submitting it to the Provost. Digital signatures are acceptable and recommended.
 - b. It is required that those who sign the appraisal signature sheet use the letters provided (e.g., P, T, D) to indicate their vote. A checkmark is not acceptable. Yes/No is not acceptable.
3. Dean's Evaluation and Written Recommendation
 - a. Should be on letterhead and signed or initialed by the Dean.
 - b. Note that the Dean's Advisory Committee does not vote, sign the appraisal signature sheet, or draft a recommendation or any work product; they are advisory to the Dean only.
4. Department Chair's Evaluation and Written Recommendation
 - a. Should be on letterhead and signed or initialed by the Department Chair. Digital signatures are acceptable and recommended.
5. Committee Narrative Evaluation and Written Recommendation
 - a. Should be on letterhead, and the committee chair and/or all members of the committee should sign or initial. Digital signatures are acceptable and recommended.
 - b. Note The narrative must address all required areas of review as required by the appropriate University and unit-level guidelines.
6. Report on External Letters (when required)
 - a. Include the Report on External Letters, followed by the sample invitation letter and then all received letters.
 - b. If a person is invited and declines to write an external letter, include "declined" in the "Date Response Received" column.
 - c. External letters should be on letterhead and signed.
9. Curriculum Vitae

- a. A candidate's full CV (not abridged) should follow the format outlined in Appendix I of the University P&T Guidelines.

10. Supplementary Material

- a. If a candidate submits additional items that are not on the Dean's Checklist and are not part of a reconsideration process, these are considered supplemental materials. The supplemental file can not include anything that the faculty member did not provide. See University Guidelines for when supplemental materials may be added by the faculty member and considered in the review process. Please include all supplemental material in a **single PDF**:

Appendix

The following is a sample file naming convention for a complete faculty review set with reconsideration at each step for faculty member Victor Viking.

1_UNIT_DEPT_Viking,Victor_P&T_Appraisal_Signature_Sheet.pdf

2_PLACE HOLDER_Provost_Rec_Viking,Victor.pdf

3_Dean_Rec_Viking,Victor.pdf

3a_Faculty_Statement_Dean_Rec_Viking,Victor.pdf

4_Chair_Rec_Viking,Victor.pdf

4a_Reconsideration_Chair_Rec_Viking,Victor.pdf

4b_Reconsideration_Faculty_Additions_Chair_Rec_Viking,Victor.pdf

5_Committee_Rec_&_Narrative_Report_Viking,Victor.pdf

5a_Reconsideration_Committee_Rec_Viking,Victor.pdf

5b_Reconsideration_Faculty_Additions_Committee_Rec_Viking,Victor.pdf

6_Report_on_External_Letters_Viking,Victor.pdf

6a_Three_External_Letters_Viking,Victor.pdf

7_Internal_Letters_of_Support_Viking,Victor.pdf

8_Self_Appraisal_Viking,Victor.pdf

9_CV_Viking,Victor.pdf

10_Supplementary_Material_Viking,Victor.pdf

Additional Materials for Tenure Review Dossiers:

11_TTF_NOA_STL_Viking,Victor.pdf

12_TTF_Other_Annual_Reviews_Viking,Victor.pdf

13_TTF_ThirdYear_Deans_Evaluation_Viking,Victor.pdf

Additional Materials for Non-Tenure Track Faculty Review Dossiers:

11_NTTF_NOA_PD_Viking,Victor.pdf

12_NTTF_Other_Annual_Reviews_Viking,Victor.pdf

13_NTTF_Student_Evaluations_Teaching_Assessments_Viking,Victor.pdf

14_NTTF_Syllabi_Viking,Victor.pdf (milestone)

15_NTTF_InterdisciplinaryLetters_Viking,Victor.pdf