

Important Updates:

08/23/10 –

Dossiers for ALL candidates are now required to be in Adobe Acrobat format on a CD.

The Provost has approved a revision in the criteria for external evaluators in cases for initial appointment or internal promotion to full professor. The file must include a minimum of four arms-length evaluators. Additional evaluators may be collaborators whose co-authored work is not more recent than seven years. The nature of such a collaborator's relationship with the candidate should be plainly stated in the letter. The file must contain no fewer than six letters in total.

Special Instructions for Joint Appointments are now available in the "Materials for Dossiers" section."

Please check spelling and accuracy of contact information. We'd hate to send private information to the wrong email address or person!

When someone agrees to provide an evaluation, but does not follow through with the evaluation, please create a separate folder ("Contact Log of Those Who Agreed But Did Not Write") and place all corresponding information in that folder.

Please note that the Provost requires course outlines for the past three years. The requirement for teaching evaluations is different. See the "Candidate's Teaching Record" section for more requirements.

For all candidates who are coming up for reappointment: the dossier must include a draft reappointment letter, written by the department chair.

11/14/08 –

Make sure the page orientation is correct. If you have to scan something sideways, re-orient it in your Adobe Acrobat program so that APT members are able to open it and read it, top to bottom. APT members are unable to reorient the materials once they are on Blackboard, so by orienting the page correctly you will make their life easier and thus your candidate's life easier.

Check files after you scan them. Check them again after you save them to the CD. Please make sure they are readable. Definitely make sure that the files on the CD correspond to the candidate being reviewed. Believe it or not, APT has received disks with reports and external letters for random faculty instead of the candidate whose name is on the label. There has even been a disk where a document marked as an external letter was a departmental space report—with no connection to the candidate at all!

Contacts with evaluators (other than the actual letter)— please make one PDF of all contact with each evaluator. For example, all contact with evaluator A is put into one file named "evaluator A emails" or "evaluator A contact." All contact with evaluator B is put into one file named "evaluator B emails," etc...

DO scan all emails to/from ONE evaluator into one file

DO NOT scan each communication you have with one evaluator into individual files.

DO NOT scan all emails to/from ALL evaluators into one file.