TO: Main Campus School Deans

FROM: James J. O’Donnell

DATE: November 2, 2007

SUBJECT: UPDATE: Rank and Tenure Dossier Preparation (Main Campus Supplement)

We continue to develop best practices for the preparation and assembly of dossiers going forward to UCRT from the Main Campus. The following notes represent new recommendations for dossiers to be submitted this fall and subsequently. For your convenience, I also append a slightly revised copy of last year's memo, all of which remains relevant. We have made real progress in making sure that the discussion at UCRT and elsewhere is focused on the qualifications of the candidate and not the idiosyncrasies of the dossier. Your help in keeping that focus is warmly appreciated and benefits us all.

Updates:

- **Record of the votes**: On the recommendations of several participants in the rank and tenure process, beginning this year, all schools and departments should provide the following information along with each vote tally:

  -- the number of faculty in the unit eligible to vote;
  -- the number of faculty present/absent for the vote;
  -- the number of voting faculty (should match the vote tally)

- **Explaining and documenting the candidate's contribution to collaborative research:**
The *Handbook* and the UCRT memo do not offer explicit guidelines for obtaining testimony about co-authors' contributions. It is not inappropriate for the applicant him- or herself to request statements from co-authors. And, it should be expected that others involved in the preparation of the dossier (e.g., departmental committee) might also request such information and present it in the dossier. The applicant should be advised that the personal statement also provides an excellent opportunity to explain his contributions and project leadership relative to his or her co-authors’ to the collaboration.

- **Selection of external reviewers and explanation of neutrality, objectivity, and armslengthishness.**

  The information in this section documents the process of identifying reviewers and securing evaluations. Don’t skimp on the explanation of the selection, objectivity, and qualifications of the external reviewers. Follow the instructions from the UCRT memo for preparation of materials related to external evaluations (7a-e) and include all of these items behind the tab, “Selection of External Evaluators.” The departmental letter (which is to be placed in a separate tabbed section of the dossier) may also include discussion of these matters, but the departmental letter does not serve in lieu of the materials 7a-e.

  **Reminder:** Include a complete list including all reviewers nominated by the candidate and all the names proposed by the department. Indicate the order in which the reviewers were contacted and if any were eliminated from further consideration. The record of response (including no response) from each of the reviewers contacted should also be complete. All preliminary inquiries (and responses to the inquiries) should be by e-mail or otherwise in writing to provide documentation of the exchange.

- **Re-application and external letters:**

  1. Follow the usual procedure for developing lists and obtaining the usual number of external letters.

  2. If you approach a reviewer who recently submitted a letter, modify the request along the lines "We are reviewing again the application of..." Mention that the applicant's materials have been updated and request that the reviewer please update his or her comments as applicable. Invite the reviewer to submit either an updated full letter or a cover note with the previous letter attached. Do not guide the reviewer to recent developments or to the changes in the applicant's materials and do not in any way suggest what might have been a weakness in the previous dossier. In all other respects, the external reviewer request letter should follow the usual format and text.
• **Tenure clock statement.** The Provost will append to the dossier a brief standardized statement to clarify the candidate’s tenure probationary period status.

• **Request for eligibility for terminal eighth year:** The request and related documentation may be submitted to the Provost along with the dossier, but the request need not be included among the dossier materials to be transmitted to the University Committee on Rank and Tenure.

• **Template for external evaluation requests:** The Provost’s Office in consultation with faculty members of the MCEF R+T Committee will develop a standard letter for all to use in seeking external evaluations (this will not be available until 2008).