

Use and Ordering of P&T Dossier Section Templates

This document provides guidance about how to use the dossier section templates and about the final order of the dossier sections. The section templates “map” directly onto the SharePoint App template that has been created, in order to facilitate easy upload of the final dossier sections. **Please do not remove, rename, or otherwise alter the SharePoint course template.**

When assembling each section, it may be useful to refer to the procedures described in *Creating eDossiers in Adobe Acrobat Professional for manipulating PDFs*; Word templates are also provided. Please also see the *eDossier Naming Guide* for proper nomenclature of all files.

Templates, example dossier, and other documents are available on the APAA Promotion and Tenure website: <http://pvcaa.siu.edu/academic-administration/promotion-and-tenure-information/index.html>

A. Section I: Candidate Information

This single PDF file should be created utilizing the appropriate template and be uploaded to Section I: Candidate Information file in the SharePoint App.

1. **Insert** Cover Page (template on APAA website) as first page of document (i.e., before *Section I: Candidate Information* page).
2. **Replace** *Candidate Verification of Completeness of Dossier* page with signed PDF form (template on APAA website).
3. **Replace** *Candidate Confidentiality Statement* page with signed PDF form (use template from PVC website).
4. **Insert** basic information after *Basic Information* placeholder page; see [Promotion and Tenure Guidelines](#) for format and content.
5. **Insert** curriculum vitae after *Curriculum Vitae* placeholder page; see [Curriculum Vitae format](#) for proper format.

B. Section II: Letters of Recommendation and Review

These three* PDF files should be created utilizing the appropriate templates and be uploaded to Section II: Letters of Recommendation and Review in the appropriate files in the SharePoint App. The appropriate party in the school and college should upload the Letters of Recommendation.

1. *Dean's Letter of Recommendation* should be a single PDF file, utilizing the *Dean Recommendation* template, and named appropriately.
 - If the candidate wishes to submit a rebuttal letter to a **negative** recommendation (see [Promotion and Tenure Guidelines](#), page 6, Section II, item c), it should be a separate PDF file, named appropriately, and uploaded in the same file in the SharePoint App.

2. *Director's Letter of Recommendation* should be a single PDF file, utilizing the *Director's Recommendation* template, and named appropriately.
 - If the candidate wishes to submit a rebuttal letter to a **negative** recommendation (see [Promotion and Tenure Guidelines](#), page 6, Section II, item c), it should be a separate PDF file, named appropriately, and uploaded in the same file in the SharePoint App.
3. *For candidates who do not yet hold tenure, **Insert** all pre-tenure annual review letters, in reverse chronological order (i.e., most recent on top) after the *Annual Pre-Tenure Review Letters* placeholder page.
 - If the candidate submitted a written response to any annual review letter, please **Insert** the candidate's response after the appropriate year's letter.

C. Section III: Position Information

This single PDF file should be created utilizing the appropriate template and be uploaded to Section III: Position Information file in the SharePoint App.

1. **Insert** advertisement(s)/position announcement(s), position description(s) (if applicable), offer letter, and related side letters to the candidate behind the *Advertisements and Position Announcement(s)* placeholder page.
2. **Insert** workload assignment summary and forms, in reverse chronological order, behind the *Workload Assignment Summary and Forms* placeholder page.
3. **Insert** department/school operating paper section(s) behind the *Department/School Operating Paper section(s) on Promotion and Tenure* placeholder page; see [Promotion and Tenure Guidelines](#) for information to be included.
4. **Insert** college operating paper section(s) behind the *College Operating Paper section(s) on Promotion and Tenure* placeholder page; see [Promotion and Tenure Guidelines](#) for information to be included.

CI. Section IV: Evidence and Evaluation of Teaching

These two PDF files should be created utilizing the appropriate templates and be uploaded to Section IV: Teaching file in the appropriate sub-modules in the SharePoint App.

1. The *Evidence of Teaching* file should be a single PDF, named appropriately, and include:
 - a. **Insert** reflective statement on teaching after *Section IV: Evidence and Evaluation of Teaching* placeholder page; see [Promotion and Tenure Guidelines](#) (page 6, Section IV, item a) for guidelines on statement.
 - b. **Insert** the following documents behind *Evidence of Teaching* placeholder page:
 - a. Instructor Course Evaluation (ICE) Summary; see [Promotion and Tenure Guidelines](#) (page 6, Section IV, item b) for guidelines.
 - b. List of students advised and any teaching award(s) and honor(s) behind the *Other Evidence of Teaching* placeholder page; see [Promotion and Tenure Guidelines](#) (page 7, Section IV, items e and g) for guidelines.
2. The *Evaluation of Teaching* file should be a single PDF file, named appropriately, and include:

- a. **Insert** written evaluations of teaching and student mentorship from former students (optional) and department/school or college peers behind the appropriate subsections of the *Evaluations of Teaching* template; see [Promotion and Tenure Guidelines](#) (page 7, Section IV, items d and f) for guidelines.
- b. If External evaluations are solicited or received:
 - i. **Insert** sample solicitation letter after *Sample Letter of Solicitation* placeholder page; see [Promotion and Tenure Guidelines](#) (page 9, External Evaluations, item d) for guidelines.
 - ii. **Insert** reviewer brief bios after *Reviewer Introductions* placeholder page in order by Reviewer Code; see [Promotion and Tenure Guidelines](#) (page 9, External Evaluations, item e) for guidelines. **The Department/School will insert a list of the coding of reviewers as the first page.**
 - iii. **The School will insert** all external evaluations, in order by Reviewer Code, after *External Evaluations* placeholder page.

E. Section V: Evidence and Evaluation of Research/Creative Activity

These two PDF files should be created utilizing the appropriate templates and be uploaded to Section V: Research/Creative Activity section in the appropriate sub-modules in the SharePoint App as noted.

1. The *Evidence of Research/Creative Activity* file should be a single PDF, named appropriately, and include:
 - a. **Insert** reflective statement on research and creative activity after *Section V: Evidence and Evaluation of Research/Creative Activity* placeholder page; see [Promotion and Tenure Guidelines](#) (page 7, Section V, item a) for guidelines on statement.
 - b. **Replace** *Evidence of Research/Creative Activity* placeholder page with chart; see [Promotion and Tenure Guidelines](#) (page 7, Section V, item b) for guidelines on chart.
 - **Please convert the source document to PDF (e.g., from within Excel) before replacing placeholder page.**
 - **Please orient page(s) to landscape (horizontally) for easier reading.**
 - c. **Replace** *Evidence of Funded Research* placeholder page with chart; see [Promotion and Tenure Guidelines](#) (page 8, Section V, items c) for guidelines on chart.
 - **Please convert the source document to PDF before replacing placeholder page.**
 - **Please orient page(s) to landscape (horizontally) for easier reading.**
 - d. **Insert** list of patents, other key distinctions, and research or creative activity awards and honors (as applicable) behind the *Other Evidence of Research/Creative Activity* placeholder page; see [Promotion and Tenure Guidelines](#) (page 8, Section V, items d and e)
2. *External Evaluations of Research/Creative Activity* should be submitted using the *Evaluations of Research/Creative Activity* template as follows:
 - a. **Insert** sample solicitation letter after *Sample Letter of Solicitation* placeholder page; see [Promotion and Tenure Guidelines](#) (page 9, External Evaluations, item d) for guidelines.

- b. **Insert** reviewer brief bios after *Reviewer Introductions* placeholder page in order by Reviewer Code; see [Promotion and Tenure Guidelines](#) (page 9, External Evaluations, item e) for guidelines. **The Department/School will insert a list of the coding of reviewers as the first page.**
- c. **The School will insert** all external evaluations, in order by Reviewer Code, after *External Evaluations Letters* placeholder page.

F. Section VI: Evidence and Evaluation of Professional Service

This single PDF file (unless *Evaluation of Service* letters are included) should be created utilizing the appropriate template(s) and be uploaded to *Section VI: Professional Service* file sub-module in the SharePoint App.

1. **Insert** reflective statement on commitment to service after *Section VI: Evidence and Evaluation of Professional Service* placeholder page; see [Promotion and Tenure Guidelines](#) (page 10, Section VI, item a) for guidelines on statement.
2. **Insert** list of service activities behind *List of Service Activities* placeholder page; see [Promotion and Tenure Guidelines](#) (page 10, Section VI, item b) for format and guidelines.
3. **Insert** evidence of outcomes behind *Evidence of Professional Service Outcomes* placeholder page; see [Promotion and Tenure Guidelines](#) (page 10, Section VI, item c) for guidelines.
4. *Evaluations of Professional Service*, if evaluations were solicited or received, should be uploaded as a separate document under *Evaluations of Professional Service (as necessary)* in the SharePoint App using the *Evaluations* template and *External Evaluations of Research/Creative Activity* instructions (above) to create.

G. Supplemental Materials

This PDF file will be uploaded to *Supplemental Materials* file in the SharePoint App. Multiple files may be uploaded based on school or college requirements.

1. **Do not include any required materials in this module.**
2. This section is for use as necessary based on departmental/school or college requirements.
3. **Insert** supplemental materials behind the *Supplemental Materials* placeholder page.