

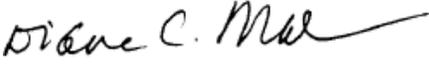


INTEROFFICE MEMORANDUM

**OFFICE OF THE SENIOR VICE PROVOST
FOR FACULTY DEVELOPMENT & FACULTY AFFAIRS**

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To: Deans
From: Diane C. Maleson 
Re: Electronic Submission Guidelines for Tenure & Promotion Dossiers
Date: October 30, 2009

It has been the long-established University practice to require that all schools and colleges submit their candidate dossiers in hard (paper) copy to my office. As we discussed at the Council of Deans on October 18, 2009, effective immediately, this established practice is being modified to provide easier and more convenient preparation of, and access to, these dossiers and to reflect the University's wish to limit the use of paper where possible.

I hope that the following guidelines will simplify dossier preparation, facilitate the submission of supporting materials, and minimize the cost to candidates and their units associated with the physical reproduction of tenure dossier materials. Wherever possible, schools and colleges are encouraged to accept electronic submission of candidate documents and to adopt a 'greener' approach to the tenure and promotion review process.

Effective for 2009-2010 AY and beyond, we are asking each responsible unit to submit selected materials from their candidate dossiers¹ itemized in the grid below via CDROM, USB flash drive, or via email to vpfac@temple.edu. All additional materials or documents required in accordance with the Temple University Organizational Outline for Promotion and tenure files (see: [University Tenure and Promotion Organizational Outline](#)) and with individual School/College Tenure and promotion guidelines should be kept by the respective Dean's office for consultative purposes. For the arts' disciplines, these materials may include audio or video documentation, recorded or digitized compositions, broadcasts, screenings, showings, productions, or installations, and the like. If a tenure/promotion candidate receives conflicting votes in the review process, these additional materials will be requested. Please call me at 1-3745 to discuss potential problem cases.

Dossier Component	Format ²	File Name	Sample
Curriculum Vitae	PDF/Word	[Lastname.Initial_CV.pdf]	Doe.J.M_CV.pdf
Optional Personal Statement	PDF/Word	[Lastname.Initial_CV.pdf]	Doe.J.M_Pers.State.pdf
Department Committee	PDF/Word	[Lastname.Initial_Dept.Comm.pdf]	Doe.J.M_Dept.Comm.pdf

Recommendation			
Department Chair Recommendation	PDF/Word	[Lastname.Initial_Dept.Chair_Rec.pdf]	Doe.J.M_Dept.Chair_Rec.pdf
College Committee Recommendation	PDF/Word	[Lastname.Initial_Coll.Comm_Rec.pdf]	Doe.J.M_Coll.Comm_Rec.pdf
Dean Recommendation	PDF/Word	[Lastname.Initial_Dean.Rec.pdf]	Doe.J.M_Dean.Rec.pdf
Tenure/Promotion Transmittal forms (cover page)³	PDF/Word	[Lastname.Initial_Transmittal.Forms.pdf]	Doe.J.M_Transmittal.Forms.pdf
Rebuttals/Rejoinders	PDF/Word	[Lastname.Initial_Rejoinders.pdf]	Doe.J.M_Rejoinders.pdf
Letters from External Evaluators (to include bios and letters sent)	PDF/Word	[Lastname.Initial_ExtEvaluators.pdf]	Doe.J.M_ExtEvaluators.pdf

All electronic file submissions will be reviewed and uploaded to a confidential Blackboard site. Access to, and use of, this password-protected site is restricted to authorized users only. The University is committed to protecting the confidentiality of the dossier contents. The dossiers will remain online until a final decision is reached.

Although the electronic submission process may not completely eliminate the need for paper in the various schools and colleges, I would urge each Dean, administrator, and faculty member to consider moving toward an electronic filling and review process for all future tenure and promotion files.

Please remember that all tenure and promotion materials are due electronically in the above referenced format, by January 11, 2010. As always, should you have any questions, do not hesitate to contact the office at 1-3745.

NOTES:

¹ These guidelines apply to all promotion cases and to tenure cases whether early, mandatory or on appointment.

² These are recommended formats based on the principle that all files should be in a format that can be read on a PC and would be easily viewable by colleagues.

³ Cover transmittal forms (not the recommendations) may be scanned without signature.