

## DOSSIER CHECKLIST

Before we get into what to look for in a dossier we need to address **“DEADLINES”**. The deadlines set for submission of the dossiers to the Provost Office are “definite”! They are set in order to give the UPTC enough time to review the dossiers. Remember, they have all the departments/colleges to review. **It is the responsibility of the Dean’s office to be sure the deadlines are met.** In other words, you must make sure your departments and your college committees respect their deadlines. If an extension is needed due to an unavoidable incident, you will need to send an email requesting an extension. This email must include the date you will be submitting the dossier.

Another deadline to meet. If a committee or administrator needs to provide changes or additional materials this needs to be submitted immediately. We cannot hold up the process while a department/college attempts to get signatures from the whole committee. It is acceptable to have the Chair of the Committee sign for the whole committee.

1. Naming Convention:
  - a. Are all folders and files appropriately named?
  - b. No spaces, periods, or symbols in names.
  - c. When you open the dossier there should only be the folders for 01 – 12 and the cover sheet and role & scope document files at the bottom. Nothing Else! Be sure they have followed the naming convention: exact names of folders 01 – 12 and cover sheet and role & scope. See Dossier Contents/Naming Convention document (<http://www.montana.edu/provost/PTinfo/DossCntntNamConv.pdf>) for direction.
  - d. If a folder is not applicable/required be sure to add that to the title of the folder. Example: External Review not required for retention review – That folder’s title should be changed from 02ExternalReview to 02ExternalReviewNotRequired.
2. Role & Scopes:
  - a. Department Role and Scope is included in the dossier as a file document named RoleScope\_DepartmentName . Be sure this is the appropriate Role and Scope (Faculty Handbook Section 620). When there has been a change in the Role & Scope and a candidate chooses to use the newer R&S you will need to add another file named “RoleScopeChoiceDoc”. That is the memo signed by appropriate levels indicating the candidate’s choice.  
<http://www.montana.edu/provost/PTinfo/RSChoiceAgrmnt.pdf>
  - b. Be sure the College Role & Scope is included (same naming convention).
3. **NEW Cover Sheet:**
  - a. Must be legible after scanning. If it is very light make a darker copy before scanning.
  - b. Must be completely filled out.
  - c. Make sure the candidate has checked Level of Review and Area of Excellence/Promise of Excellence.
  - d. Signed by Candidate.

4. **NEW Vote Tally Sheet** (Separate sheet from the New Cover sheet)
  - a. Vote tallies and decisions recorded – from all levels of review
  - b. Vote tallies are to be in a 3 or 4 digit manner
    - i. First digit is for Yes's, 2<sup>nd</sup> digit is for No's, 3<sup>rd</sup> digit is for procedural abstention, & 4<sup>th</sup> digit is for absence. Sample for a committee of 5: 5-0-1 (5 yes, 0 no, 1 procedural abstention) or 4-0-1-1 (4 yes, 0 no, 1 procedural abstention, & 1 absence).
    - ii. On occasion there is a non-procedural abstention. If no absence this would be recorded as 4-0-1-1 but the letter of recommendation needs to clarify that it is a non-procedural abstention and not just an absence.
    - iii. Check the letters of recommendation and make sure the vote is clarified.
  - c. Be sure there is a date for each vote tally and administrator decision.
  - d. Administrator decisions are just a Y for Yes or N for No.
  - e. All vote tallies need to be in the appropriate space – retention, tenure, or promotion. Date for all is on the left column.
5. Review/Recommendation Letters:
  - a. Must have letters for all levels.
  - b. Must be named exactly per naming convention:
    - i. 1aDeptCommLtr
    - ii. 1bDeptHeadLtr
    - iii. 1cCollegeCommLtr
    - iv. 1dDeanLtr
    - v. (The only variance for this naming convention is to use (abbreviated) Primary Committee, Primary Reviewer, Intermediate Committee, and Intermediate Reviewer.
    - vi. If they are not appropriately named be sure to rename them.
    - vii. They are numbered and named as such to keep them in order and to make it easy for the reviewers to know exactly what file they are opening for review.
    - viii. Note they do not have the candidate names in the title. It is not necessary as the reviewer knows what dossier they are reviewing.
6. Additional Materials Requested:
  - a. Request memo or email must be saved.
  - b. The incoming additional material must be saved.
  - c. Both need to be put in the review documents folder at the level of the request and in the order requested and submitted. See example: College committee requests additional grant clarification material. Here is how this would look in the review documents folder:
    - 1aDeptCommLtr
    - 1bDeptHeadLtr
    - 1cCollegeCommLtr
    - 1dRequestAddtMat\_GrantClarif
    - 1eGrantClarificationMaterial
    - 1fDeanLtr

If there are more requests along the way just add them in under the appropriate level that requested the materials. The idea is to keep them in the exact sequence that they are requested and added. Be sure to use file names that identify the document.

7. Appendix Materials:

- a. ***There should only be 1 file, if any, under this folder and that is a list of Appendix Materials.*** DO NOT INCLUDE APPENDIX MATERIALS IN THIS FOLDER! Appendix materials are generally CDs, books, raw evaluation material (if provided), etc. These materials follow the same rule as when we did hard copy dossiers – they follow the dossier physically and stop at the Dean’s level. If they are needed at an upper level they will be requested from the Dean’s office.
- b. If there are no Appendix Materials retitle the folder  
12AppendixMatNotApplicable.