

List and Usage of eDossier Folders
Librarians

For sample edossiers, please refer to the Office of Academic Affairs website.

Each one is one pdf combining pdf files from one candidate.

=====administrative folders—NOT ACCESSIBLE TO CANDIDATE

Vote Record

Internal Review Letters

From chair, primary (department) committee, school committee, dean

External Review Letters

- One pdf containing: a document with paragraphs about each reviewer; then for each reviewer, the External Referee Form, and then their letter: letterhead, signed.
- Separate pdf containing: chair's assessment of publication outlets

~~List of referees contacted~~ ← not used by IUPUI

Solicited Letters

*Solicited by the **chair** not the candidate.*

=====candidate special folder=====

Supplemental-post submission

If you are applying for **tenure** AND you receive a majority-negative vote:

- Use this folder to upload your explanation countering the reasons for the negative votes, and any extra evidence.

Under all other circumstances, use **sparingly** for new materials (new major publications or grants received).

All materials trigger *notifications* to all reviewers.

=====candidate folders=====

General

- Librarian P&T Standards [note: 1]
- Candidate's CV *in IUPUI P&T format*
- Candidate's statement ←holistic view, focusing performance (excellence) and the area of beyond satisfactory (either professional development or service) but also briefly establishing satisfactory work in the other area.

Performance

- Statement on Performance ←do not *duplicate* the Candidate's statement. 2 pages.
- Position Description(s) ←all positions held in rank. Might include positions at other institutions
- Evidence of Quality and Impact of Performance ←summaries and key metrics; place raw data or more detail in appendices.
- Performance: Grants, Awards, Honors, Fellowships ←not required
- Appendix: Performance ←you can link TO material here FROM the main sections.

Professional Development

- Statement on professional development ←limit 2 pages
- Evidence of Quality and Impact of Professional Development ←summaries and key metrics

- Professional Development—Grants, Awards, Honors, Fellowships
- Continuing Education Activities ← means those you ATTENDED, not those you GAVE
- Documentation of individual contributions to collaborative / interdisciplinary work ← required for all multi-author, multi-responsibility items. You may solicit confirmatory information from co-workers yourself.
- Appendix – Professional Development

Service

- Statement on Service
- Evidence of Quality and Impact of Service to the University, School and Department
- Evidence of Quality and Impact of Service to the Profession/Discipline
- Evidence of Quality and Impact of Service to the Community/Civic Engagement
- Significance, impact, quality of professional service
- Evidence of scholarly publications, presentations, or other means of dissemination
- Service recognition—grants, awards, honors, fellowships
- Appendix - Service publications

[note: 1] Librarians are tenured under the standards as of the date of *hire* (or under new ones if they choose). Librarians are promoted to full librarian under whatever standards are *current*.