

# IUPUI eDossier Information for 2019-20 P&T Submissions

All promotion and tenure dossier submissions university-wide are done through eDossier. eDossier organizes a promotion and/or tenure candidate's dossier according to the various sources of evidence typically used to make a case for excellence. NOTE: Some of the suggested content may not be applicable to all campuses or all case types.

The table on the following pages maps the sections from IUPUI's previous dossier format to the appropriate location in the new eDossier system.

Please note the following:

- Changes for the 2019-20 submission can be found here: <http://go.iu.edu/2b3i>
- Upload all documents as **searchable PDFs only**.
- Name each file to clearly reflect its contents.
- eDossier organizes and routes the 50-page dossier. The **50-page limit** includes the 5- to 7-page Candidate Statement and all the evidence provided in the Teaching, Research, and Service sections, except those labeled "Appendix."
- If an appropriate folder cannot be found, use any folder in the related area (Teaching, Research, or Service) and name the file appropriately regardless of the existing title for the folder.
- Candidate should only use those folders that are relevant to their case. Some of the suggested content may be more appropriate to include in the sections marked Appendix.
- In order for the candidate submit button to appear, there must be one file in the first three subfolders in the General section (Department and School Criteria, Candidate's Curriculum Vitae and Candidate's Statements).
- Include an affirmation of honesty on your C.V.: "I affirm that my statements in this dossier are a fair and accurate reflection of my achievements."

For eDossier help:

- IUPUI eDossier Candidate PowerPoint for 2017-18 P&T Submissions: <http://go.iu.edu/21HE>
- Candidate User Instructions: <http://go.iu.edu/zmD>
- Reviewer and Administrative Access User Instructions: <http://go.iu.edu/zmE>
- Instructions on how administrative access users can set up review routing: <http://go.iu.edu/zmF>
- Video on how administrative access users can set up review routing: <http://go.iu.edu/1uyF>
- eDossier Overview PowerPoint: <http://go.iu.edu/Mxc>  
*Please note this resource is just a general overview, a number of changes have been made to the system since it was first created.*

For additional assistance with:

- IUPUI dossier content, contact Rachel Applegate ([rapplega@iu.edu](mailto:rapplega@iu.edu)) and/or Margie Ferguson ([mferguso@iupui.edu](mailto:mferguso@iupui.edu)).
- eDossier access, routing, technical issues or other P&T process questions, contact Karen Lee ([klee2@iupui.edu](mailto:klee2@iupui.edu))

<b>Administrative Sections</b>	<b>eDossier</b>
<b>Previous IUPUI Dossier Format</b>	<b>eDossier Location</b>
Transaction Forms	Does not apply; the checklist and routing and action forms will no longer be used.
Review Level Two (Unit/School)*	<b>Internal Letters:</b> The Dean Letter and School Committee Letter are uploaded as separate documents after the vote is recorded in the <b>Vote Record</b> folder and before routing to the next level.
Review Level One (Primary/Department)*	<b>Internal Letters:</b> The Chair Letter and Department Committee Letter are uploaded as separate documents after the vote is recorded in the <b>Vote Record</b> folder and before routing to the next level.
External Assessments*	<b>External Letters:</b> The required documents are uploaded as a single PDF. In addition, the chair's assessment of dissemination outlets will be uploaded here as a separate document (see Assessment/Curriculum Vitae below).
Reference Letters*	<i>Optional:</i> Not all cases will have letters for this section; however, if an administrator requests reference letters on behalf of a candidate, they will be uploaded to the <b>Solicited Letters</b> section under the appropriate subfolder: Teaching, Research, or Service/Performance, Professional Development or Service.
Candidate's Statement	<b>General - Candidate's Statement:</b> Not to exceed 7 pages
Teaching – Faculty Performance – Librarians	<p><b>Teaching:</b> Candidate will upload their evidence for this section in the appropriate subfolders. Faculty for whom teaching is not required will not have materials to upload in this folder. <b>Performance:</b> Librarian candidate will upload their evidence for this section in the appropriate subfolders.</p> <ul style="list-style-type: none"> <li>• Subfolders that do not apply to candidate's case should be left empty.</li> <li>• If candidate cannot find a subfolder with desired title, upload to any section and name file clearly.</li> <li>• Note: Documents uploaded in the subfolders labeled "Appendix" do not count toward the page limit. Everything in the other folders counts towards the 50-page limit.</li> </ul>
Research/Creative Activity – Faculty Professional Development - Librarians	<p><b>Research/Creative Activity:</b> Candidate will upload their evidence for this section in the appropriate subfolders. Faculty for whom research is not required will not have materials to upload in this folder. <b>Professional Development:</b> Librarian candidate will upload their evidence for this section in the appropriate subfolders.</p> <ul style="list-style-type: none"> <li>• Subfolders that do not apply to candidate's case should be left empty.</li> <li>• If candidate cannot find a subfolder with desired title, upload to any section and name file clearly.</li> <li>• Note: Documents uploaded in the subfolders labeled "Appendix" do not count toward the page limit. Everything in the other folders counts towards the 50-page limit.</li> </ul>
Service/Engagement – Faculty Service - Librarians	<p><b>Service/Engagement:</b> Candidate will upload their evidence for this section in the appropriate subfolders. Faculty for whom service is not a required will not have materials to upload in this folder. <b>Service:</b> Librarian candidate will upload their evidence for this section in the appropriate subfolders.</p> <ul style="list-style-type: none"> <li>• Subfolders that do not apply to candidate's case should be left empty.</li> <li>• If candidate cannot find a subfolder with desired title, upload to any section and name file clearly.</li> <li>• Note: Documents uploaded in the subfolders labeled "Appendix" do not count toward the page limit. Everything in the other folders counts towards the 50-page limit.</li> </ul>

Assessment*/Curriculum Vitae	<p><b>General - Candidate's Curriculum Vitae:</b> <i>If the candidate is in a core school and needs to provide their CV in two different formats, one should be clearly labeled IUPUI format.</i></p> <p><b>External Letters:</b> The assessment of dissemination outlets* in the candidate's area of excellence, typically prepared by the department chair, is uploaded as a separate document to the <b>External Letters</b> section prior to the dossier being routed for review.</p>
Appendices	Subfolders for appendix contents have been added to the Research/Creative Activity, Teaching and Service/Engagement sections for faculty and Performance, Professional Development and Service for librarians.
eDossier	<p><b>General - Department and School Criteria:</b> Candidate should upload an official copy of the current department and/or school criteria for excellence.</p> <p><b>General - Department (School) List of Prospective Referees:</b> Not required for IUPUI dossiers, leave this subfolder empty. (As of July 30, 2015, uploading a blank document in order for the system to function correctly is no longer required.)</p> <p><b>General - Candidate's List of Prospective Referees:</b> Not required for IUPUI dossiers, leave this subfolder empty. (As of July 30, 2015, uploading a blank document in order for the system to function correctly is no longer required.)</p>
Additional Materials and/or Reconsideration Documentation	<b>Supplemental Items:</b> Once the Candidate has submitted their dossier, this folder will appear. Candidate will upload any additional materials or reconsideration documents in PDF format to the <b>Supplemental Supporting Items</b> subfolder.

\*The **Vote Record**, **Internal Letters**, **External Letters** and **Solicited Letters** folders are not visible to the Candidate. Deans, department chairs and support staff with administrative rights have access to the **External Letters** and **Solicited Letters** folders while the candidate is preparing their dossier and during the routing process to upload documents. They are also able to view all of the candidate folders at any time; however, they cannot make any changes or upload documents to the candidate folders unless the candidate has specifically given them delegate access. Those with access at the department level can only see dossiers for candidates in their department. Those with access at the school level will see dossiers for all the candidates in their school.

During the review process, in addition to having view only access to all other folders in the dossier, the **Vote Record** and **Internal Letters** folders will be accessible to committee chairs, department chairs, and the dean. Once the review for a level is done, the vote is recorded in the **Vote Record** and the review letter uploaded to the **Internal Letters** folder then the dossier is routed to the next level for review. They will only have access to enter votes and upload while the dossier is at their level for review; once it is routed to the next level their access changes to view only. Each level can view items in these two folders for their level and below.

Committee reviewers will have view access only to all folders in the dossier once it is routed to their committee for review. Each committee can only view items in the **Vote Record** and **Internal Letters** folders for their level and below.