Administrators’ Update on Promotion & Tenure Process  
Ruth Lilly Learning Center Riley Outpatient Center Auditorium  
Monday, July 13, 2015, 9:00-11:00 a.m.

2015-2016 P&T Guidelines:  
http://academicaffairs.iupui.edu/PromotionTenure/IUPUI-Guidelines  
eDossier Information  
http://academicaffairs.iupui.edu/PromotionTenure/eDossier

AGENDA

9:00 a.m.  Welcome – Melissa Lavitt, Senior Associate Vice Chancellor for Academic Affairs

9:05 a.m.  Summary of the 2015-2016 P&T Guideline Changes – Gail Williamson, Director of Faculty Enhancement

9:15 a.m.  Summary of the 2016-2017 P&T Issues and Guideline Changes – Melissa Lavitt, Senior Associate Vice Chancellor

9:30 a.m.  Small Group Discussion – Program Participants and Presenters

9:45 a.m.  Coffee Break

10:00 a.m.  eDossier – Gail Williamson, Director of Faculty Enhancement

10:30 a.m.  Question and Answer Session - Melissa Lavitt, Senior Associate Vice Chancellor, and Gail Williamson, Director of Faculty Enhancement

10:45 a.m.  2015-16 Program Preview and Program Evaluation – Gail Williamson, Director of Faculty Enhancement

11:00 a.m.  Adjournment

Additional questions/concerns will be managed immediately after the program.

This event is sponsored by  
Faculty Appointments and Advancement and the Office of Academic Affairs
ADMINISTRATORS’ UPDATE ON THE PROMOTION AND TENURE PROCESS

Melissa Lavitt, Senior Associate Vice Chancellor
Gail Williamson, Director of Faculty Enhancement
• Summary of Guideline Changes in effect for 2015-16
• P&T Issues from last review cycle and preview of 2016-2017 Guideline Changes
• Small Group Discussion
• Break
• Overview of the eDossier System
• Question and Answer Session
• Program Announcements
• Evaluation and Adjournment
WELCOME and OPENING REMARKS

Melissa Lavitt, PhD
Senior Associate Vice Chancellor for Academic Affairs
## Summary of 2014-2015 P&T Cases

<table>
<thead>
<tr>
<th>Tenured/Tenure-track</th>
<th>Non-tenure track</th>
</tr>
</thead>
<tbody>
<tr>
<td>72</td>
<td>38</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area of Excellence</th>
<th>Number of Cases in Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>2</td>
</tr>
<tr>
<td>Research</td>
<td>50</td>
</tr>
<tr>
<td>Creative Activity</td>
<td>1</td>
</tr>
<tr>
<td>Teaching</td>
<td>20</td>
</tr>
<tr>
<td>Service</td>
<td>31</td>
</tr>
<tr>
<td>Balanced Case</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>110</strong></td>
</tr>
</tbody>
</table>

**Success Rate**: 93%
Summary of Changes

IUPUI Chief Academic Officer’s Guidelines
For Preparing and Reviewing Promotion and Tenure Dossiers
2015-2016

Gail Williamson
Director of Faculty Enhancement
Professor, School of Dentistry
Details and clarification of dossiers - (Pages 14, 17)

• Dossier formats differ based on the nature of the candidate’s appointment.
• Advice provided on document format including margins, spacing, fonts, font size
• Candidate’s Statement can consist of 7 pages or the option to limit it to 5 pages with 2 additional pages addressing the area of excellence.
• Candidates involved in civic engagement or public scholarship should articulate the nature of their work and how it differs from traditional scholarship.

Chair responsibilities - (Pages 10, 11)

• Chair will address the authorship convention for the discipline.
• Chair will discuss the candidate’s right and process for reconsideration at the first negative decision for tenure.

Divergent evaluation – (Pages 10, 11, 12)

• The report from each committee should account for negatives votes.

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- Review of teaching is a formative activity to facilitate improvement and skill development in teaching. Rank requirements such as those used for external evaluators are not applied to the formative teaching review processes.
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• Because a presentations can take many forms, it must be documented and retrievable, and is valued for promotion and tenure purposes to the extent it reflects the same criteria of scholarly value as standard professional publications including its breadth of exposure and dissemination; its scholarly impact; and the selectivity, scale, scope, and the prestige of the presentation venue.

Institutional Values – Civic Engagement (Page 33)

• The nature of the scholarship and the evidence used to support it may differ from traditional forms of scholarship. Non-traditional dissemination outlets and alternative metrics should be acknowledged as acceptable forms of documentation.

Changes from 2014-15
Institutional Values – Public Scholars (Page 36)

• The University and campus recognize the appointment of public scholars and embrace their unique relationships and contributions to the community. Public scholarship is conducted in partnership with identified “publics” to address their needs and concerns. As such, public scholarship tends to be highly collaborative, outcomes-focused and results in final products that benefit and are valued by the community. Scholarly outcomes may include exhibits, curricular products, community projects and websites.

• The nature of public scholarship is diverse and the evidence used to support it may differ from traditional forms of scholarship. Non-traditional dissemination outlets and alternative metrics should be acknowledged as acceptable forms of documentation.

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Dossier Format – (Page 13)
• Beginning with 2015-16 P&T dossier submissions, eDossier will be used university-wide with the exception of Librarians and the School of Medicine, who will be using the existing IUPUI system as outlined in this section. Please refer to the IUPUI eDossier Information for 2015-16 P&T Cycle for guidance with uploading your materials to eDossier. For additional eDossier resources, please visit the eDossier Resources page on our website.

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• As appropriate, the candidate should discuss their grant history including their success and commentary regarding grants that were submitted but not funded.

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Appendices – (Page 24)
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Public Scholars – (Page 36)
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2016-17 Changes
Open Access – (Page 36)

• IUPUI is committed to disseminating the fruits of its research and scholarly activities as widely as possible and as such supports faculty participating in digital open access distribution of their scholarship. The IUPUI Open Access Policy provides a no-cost, opt out approach to increase access to scholarly articles authored by campus faculty members.

• Open access supports many of IUPUI’s Institutional Values including: Civic Engagement; Collaboration; Diversity, Equity and Inclusion; Economic Development; Interdisciplinary Work and Publication; International Work and Publication; Public Scholars; and Translational Research.

2016-17 Changes
Chair’s Contribution to the Candidate’s Dossier:

- **External letters**: Chairs should provide explanation for selection of external reviewers, including the identification of peer institutions or peer programs. (Page 26)

- Chairs are reminded to provide assessment of the quality of unfunded grants. (Page 11)
Chair’s Contribution to the Candidate’s Dossier:

- Chairs are reminded to provide an assessment of the dissemination outlets for the discipline. (Page 10) Provide an assessment of the dissemination outlets in the candidate's area of excellence (or in all areas for a balanced case), such as the quality of journals, peer-reviewed conferences, and venues of presentations or performance.

- A candidate cannot be judged by a standard that is not written in the departmental and/or school guidelines.

Remind & Reinforce
Develop School-level policies: balanced case criteria

• More candidates are submitting balanced case dossiers - highly satisfactory performance in teaching, research and service

• Schools need to develop criteria to support balanced case dossiers.

Balanced Case Criteria
Discussion Questions

1. What promotion/tenure pathway needs more clarification in your school?
2. What topic or aspect of the guidelines do you have the most questions or concerns?
3. What area or aspect of the P&T process do you need more guidance?
4. What is your preferred delivery format for workshop content?

Small Group Discussion
Join us in the foyer area for coffee.

15 Minute Break
eDossier
A Faculty Dossier Management System

EDOSSIER
FACULTY DOSSIER MANAGEMENT SYSTEM
Introduction to eDOSSIER

• Access via
  • edossier.iu.edu
  • Onestart
  • One IU

• All uploaded documents must be searchable PDFs
• Each file must be named to clearly reflect its contents.

• School of Medicine and Librarian cases are excluded from the 2015-16 cycle.
Candidate Dossier

50 page limit EXCLUDING CV, Appendices

• General Folder
  • Section 10: Curriculum Vitae
  • Section 06: Candidate’s Statement
    • Section 11 Appendix
• Section 07: Teaching
• Section 08: Research and Creative Activity
• Section 09: Professional and University Service

Candidate User Instructions
General Folder Contents:

- **Department and School Criteria**: Candidate uploads an official copy of current department/school criteria for excellence.
- **Curriculum Vitae**: Candidate uploads CV; if core school upload both IUPUI and IUB required formats clearly labeled.
- **Candidate’s Statement**: Candidate uploads statement not to exceed 7 pages
  - **Appendix**: Candidate uploads electronic appendix as a separate document in this folder
- **Department (School) List of Prospective Referees**: Not required for IUPUI dossiers; upload a blank document.
- **Candidate’s List of Prospective Referees**: Not required for IUPUI dossiers; upload a blank document.
Sections 07 Teaching

Teaching Folder Contents:

- **Teaching**: Candidate will upload their evidence in appropriate subfolders.
  - Faculty for whom teaching is not required will **not** have materials to upload in folder.
  - Subfolders that do not apply to candidate’s case should be left empty.
  - If candidate cannot find a subfolder with desired title, upload to any section and name file clearly.
  - Some subfolders in eDossier refer to items that, for IUPUI, should be included in the Appendix.
  - Files uploaded in this section count toward the 50-page limit.
Section 08 Research/Creative Activity

Research Folder Contents:

- **Research/Creative Activity**: Candidate will upload their evidence in appropriate subfolders.
  - Faculty for whom research is not required will not have materials to upload in folder.
  - Subfolders that do not apply to candidate’s case should be left empty.
  - The subfolder labeled “Evidence for the Stature…” should be left blank.
  - If candidate cannot find a subfolder with desired title, upload to any section and name file clearly.
- Some subfolders in eDossier refer to items that, for IUPUI, should be included in the Appendix.
- Files uploaded in this section count toward the 50-page limit.
Sections 09 Service

Service Folder Contents:
- **Service/Engagement:** Candidate will upload their evidence in appropriate subfolders.
  - Faculty for whom service is not a required will not have materials to upload in folder.
  - Subfolders that do not apply to candidate’s case should be left empty.
  - If candidate cannot find a subfolder with desired title, upload to any section and name file clearly.
- Some subfolders in eDossier refer to items that, for IUPUI, should be included in the Appendix.
- Files uploaded in this section count toward the 50-page limit.
Already Configured Dossiers

- General folder contents remain the same; Department/School Criteria, 10 CV, 06 Candidate’s Statement, 11 Appendix.
- 08 Research/Creative Activity - upload PDF in 1st file folder
- 07 Teaching – upload PDF in 1st file folder
- 09 Service - upload PDF in 1st file folder
Administrative Sections

Not uploaded nor viewable by candidate. Not part of the candidate’s 50 pages

• Section 01: Transaction Forms – No longer used
• Section 02: Internal Letters (Dean, School Committee) – Uploaded as separate documents after vote is recorded.
• Section 03: Internal Letters (Department Chair, Primary Committee) Uploaded as separate documents after vote is recorded.
• Section 04: External Letters - Uploaded as single PDF, Chair Assessment of Dissemination Outlets
• Section 05: Reference Letters (Optional) Not all cases will have letters for this section; if an administrator requests reference letters on behalf of a candidate, they will be uploaded to the Solicited Letters section under the appropriate subfolder: Teaching, Research, or Service.
Candidate Access

During e-dossier preparation

- Checklist (main and subfolders) are visible to the candidate
  - Before submission and through the e-dossier system itself, the candidate may designate delegates who can view and/or assist in uploading materials

After the department chair ‘signs-off’ and the e-dossier formally enters the review process:

- The candidate’s e-dossier is frozen
- Delegate permissions expire
- At this point, candidates may give ‘guest’ access to anyone, but only for viewing of candidate-submitted materials
- A “Supplemental” folder is activated and serves as the means through which the candidate can add materials to his/her e-dossier

Administrative Folders

- External letters, internal evaluative letters and vote records are not accessible/viewable to the candidate at any time during the review process
  - Access to any of these should be managed outside the e-dossier system and according to policy and local practices
Submit

Submit Button

- In order for the submit button to appear, there must be one file in each subfolder in the General section as previously described.
- The submit button becomes activated as the review cycle for each school approaches.
Supplemental Folder:
• Once the Candidate has submitted their dossier, this folder will appear.
• Candidate can upload any *additional materials* (such as a grant funding notification, manuscript accepted for publication) or *reconsideration* documents in PDF format to the **Supplemental Supporting Items** subfolder.
eDOSSIER REVIEW

Reviewers
Routing Workflow
Access List
Vote Record
Reviewers

• The routing/workflow of each candidate’s dossier will be set prior to the candidate submitting their dossier. Once the dossier is ready for review, reviewers are notified via an automated email that the case is ready.

• Reviewers are given access permissions according to their eligibility to view particular types of cases. After logging in, reviewers and staff see a list of all e-dossiers they are eligible to view.

• After logging in, reviewers will see a "Reviews" tab on the right hand side of the page. Reviewers should click on the tab and then on the "Candidate" name and "Open Dossier" button to open up a candidate’s dossier. To examine a candidate’s materials in the P&T checklist, simply click on the arrows in each section to expand that section further.
Welcome Screen

WELCOME TO THE EDOSSIER SYSTEM!

Getting Started

- To get started as a Candidate, click on the "Dossiers" tab and then on the "View Dossier" button. This will open up the dossier menu on the left pane. Clicking on the arrows > on each section will expand that section further.
- If you are a Reviewer of a dossier, click on the "Reviews" tab and then on the candidate name you want to view, click the "View Dossier" button. This will open up the dossier menu on the left pane. Clicking on the arrows > on each section will expand that section further.
- Under the "Help" tab you will find some general application documentation. It may be useful to read through it before diving in.

Instructions for Reviewers and Principals
Typical Workflow

The workflow is adjusted for each school’s process if different from the routing shown here.
• **Instructions on how administrative access users set up review routing**
• **Video Tutorial on how administrative access users set up review routing**
Principals

• Deans, department chairs and support staff with administrative rights have access to the External Letters and Solicited Letters folders while the candidate prepares the dossier & during the routing to upload documents.
• Reviewers can view all of the candidate folders at any time but cannot make any changes or upload documents to the candidate folders unless the candidate has specifically given delegate access.
• Access
  • Access at the department level – reviewers can only see dossiers for candidates in their department.
  • Access at the school level – reviewers can see dossiers for all the candidates in their school.
Principals

- Principals can assign a delegate to help them complete tasks. Delegates can only perform certain tasks.

- Principals responsible for routing the dossier to the next level
  - System requires that the internal evaluative letter must be uploaded and vote recorded.
  - Once the requirements have been fulfilled, a “route” button appears on the candidate dossier page allowing the principal to route the dossier to the next level of review.

- To complete a vote record, click on the Vote Record link below the candidate’s dossier on the left-hand menu pane. Enter the numbers manually by clicking inside of each box of the record. Upload Evaluative letters to the Internal Review folder.
Click Assign a Delegate

1. Enter the "IU Username" of the delegate and click the "search" button.
2. The name of the person should show upon the "Name" field.
3. You can enter a "Start and End Date".
4. With or without start/end dates, click the "save" button to establish your delegate until you remove/delete them.
5. To delete delegate access, click the delete button under the "Action" column to remove their access.
Vote Record Example

As a reviewer, you may wish to save and/or print for 'offline' review materials a candidate submitted. However, you should not save, print, or share any external or evaluative letters or votes.

Candidate Name: Maltese, Adam
Area of Excellence: Research/Creative Activity
Rank Sought: Associate Professor

Review Layer | Tenure | Promotion
--- | --- | ---
Yes | No | Abstain | Absent | Yes | No | Abstain | Absent

No vote records recorded.

Record vote record for current review layer.

Review Layer | Tenure | Promotion
--- | --- | ---
Yes | No | Abstain | Absent | Yes | No | Abstain | Absent
Primary
Unit/Dept.
Committee
Reviewer Details

- 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.
  - Once routed to the next level 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 dossier contents, the Vote Record and Internal Letters folders for their level and below.
From this point forward, the candidate must use the "Supplemental" folder, now active, to add materials.

Department Chair cannot route until both letters are uploaded and vote records recorded.
School & Dean Levels

Committee Members Notified

School Committee Review & Vote

School Letter & Vote Uploaded/Recorded

School Chair cannot route until the letter is uploaded and vote recorded

Committee Members Notified

Dean and/or Surrogates Notified

Dean Review & Vote

Dean’s Letter & Vote Uploaded/Recorded in e-dossier

Dean Routes to Next Level

Dean cannot route until the letter is uploaded and vote recorded
Supplemental Documents

A candidate may add supplemental documents at any time
    – Documents will be date and time-stamped

When a supplemental document has been submitted, workflow notifications will be sent as a function of “where” the e-dossier is in the review process

Current level: ‘for your information’
    – “You are being informed that Candidate X, whose e-dossier is currently under review at your level, has added material(s) to the supplemental folder. [Please notify others at your level (i.e., committee members) of these materials.] No other action is required.

Past level:
    – “Candidate X, for whom you have already voted on, has added material(s) to their supplemental folder. Please consider these materials [and notify others at your level (i.e., committee members) to do so as well].
      • Choosing ‘Acknowledge’ means that upon review, no further action will be taken.
      • Choosing ‘ Acknowledge with Action’ means that upon review, a formal response (i.e., letter and possible revote) will be uploaded.

‘Acknowledge with Action’ by an earlier level of review:
    – A notification will only be sent to the principal at the current level
    – “In response to the addition of new materials by Candidate X, a formal response has been offered by an earlier level of review. Please consider these responses [and notify others at your level (i.e., committee members) to do so as well]. No other action is required.”
    – A delegate cannot acknowledge
Supplemental Notifications & Actions II

1. **Consideration by Past Level**
   - Principal Responds
     - Acknowledge
     - Acknowledge With Action
       - Upon review, no further action will be taken.
       - Upon review, a formal response (i.e., letter and possible revote) will be uploaded.

2. **Notification**
   - Sent Only to Principal at Current Level of Review
     - Single
     - Multiple
       - In response to the addition of new materials by Candidate X, a formal response has been offered by an earlier level of review. Please consider these responses. No other action is required.
       - In response to the addition of new materials by Candidate X, a formal response has been offered by an earlier level of review. Please consider these responses and notify others at your level (i.e., committee members) to do so as well. No other action is required.
Processes Outside eDossier

• Conferring on candidate’s documentation prior to submission.
• Committee meetings and deliberations.
• Candidate notification of outcomes at each level of review.
• Notification of right to reconsideration.
• Committee meetings and deliberations in response to reconsideration.
**eDossier FAQs**

- **Why don't I have a submit button when I've uploaded the required documents to the general folder?**
  The submit button is currently disabled for the IUPUI campus. All candidates using eDossier will be notified when the submit button is activated for the campus in early August.

- **What do I do with my appendix?**
  If you have an electronic copy, you can upload it to eDossier in the **General - Candidate’s Statement** folder. If it is not electronic, it still needs to be submitted per school and/or department guidelines. It will be retained at the school level and made available upon request by the Campus Committee and Executive Reviewers.

- **Can my department chair review my dossier before it is submitted?**
  Yes. Your department chair has administrative access that allows him or her to look at any documents you upload to eDossier at any time.

- **Can my assistant upload documents to my eDossier for me?**
  Yes. You can use the 'Assign a Candidate Delegate' feature to give anyone with an IU Username the ability to add or replace files in your eDossier.

- **Can I give my colleague access to view my eDossier so they can give me feedback on it?**
  Yes. You can use the 'Assign a Guest' feature to give anyone with an IU Username the ability to view the files in your eDossier.
eDossier FAQs

• **Once I've submitted my dossier, how can I add additional information about a grant/publication/award I just received?**
  After you submit your dossier for review, the **Supplemental Items** folder will appear and you can upload any additional materials in PDF format to the **Supplemental Supporting Items** subfolder. Once you route the additional material, the current level of review and all prior levels will be notified that you have added an additional item for review. Each review level will have the opportunity to add a response letter; re-vote, if need be; or simply acknowledge receipt of the addition.

• **I'm a tenure candidate and have received a negative majority vote and want to request reconsideration. How do I do that?**
  Upload your reconsideration document to the **Supplemental Items** folder and route it. The review level that gave the negative majority vote will receive a notification and have the opportunity to add a response letter; re-vote, if need be; or simply acknowledge receipt of the letter.

• **I'm a librarian promotion and/or tenure candidate, how to I submit my dossier?**
  Librarians will **not** be using eDossier to submit their dossier for review in during the 2015-16 P&T cycle. Please follow the existing submission guidelines for your school/department.

• **I'm a promotion and/or tenure candidate from the School of Medicine, how to I submit my dossier?**
  School of Medicine promotion and/or tenure candidates **will not** be using eDossier to submit their dossier for review in during the 2015-16 P&T cycle. Please follow the existing submission guidelines for your school/department.
EDOSSIER RESOURCES

eDossier Overview PowerPoint
IUPUI eDossier Information for 2015-16 P&T Submissions

eDossier Help

- eDossier FAQs
- Candidate User Instructions
- Reviewer and Administrative Access User Instructions
- Instructions on how administrative access users set up review routing
- Video Tutorial on how administrative access users set up review routing

Additional Assistance

- IUPUI dossier content, contact Gail Williamson and/or Melissa Lavitt.
- IUPUI routing, access or other P&T process questions, contact Christy Cole
- eDossier technical problems, edossier@indiana.edu
• Melissa Lavitt, Senior Associate Vice Chancellor
• Gail Williamson, Director of Faculty Enhancement

Q & A Session
• Administrator Programs
  • New Deans
  • New Chairs/Associate Dean
  • Associate Deans and Chairs Roundtable

• Faculty Programs
  • P&T Programs
  • Signature Events
  • Faculty Recognition

2014-2015 Program Highlights
• Please take a few minutes to complete the program evaluation.
• Your feedback is important to us and helps improve future programming.
• Thank you for your interest and attendance.
• Have a great afternoon.

Evaluation and Adjournment
Administrators’ Update on Promotion & Tenure Process
Guidelines Updates

http://academicaffairs.iupui.edu/PromotionTenure/IUPUI-Guidelines

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Open Access – (Page 36)
• IUPUI is committed to disseminating the fruits of its research and scholarly activities as widely as possible and, as such, supports faculty participating in digital open access distribution of their scholarship. The IUPUI Open Access Policy provides a no-cost, opt-out approach to increase access to scholarly articles authored by campus faculty members.
• Open access supports many of IUPUI’s institutional values including: civic engagement; collaboration; diversity, equity, and inclusion; economic development; interdisciplinary work and publication; international work and publication; public scholars; and translational research.
IUPUI eDossier Information for 2015-16 P&T Cycle

Beginning with the 2015-16 P&T cycle, eDossier will be used university-wide with the exception of Librarians and the School of Medicine, who will be using the existing IUPUI system. 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 current dossier format to the appropriate location in the new eDossier system.

Please note the following:

- 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 5-7 page Candidate Statement and all the evidence provided in the Teaching, Research, and Service sections.
- Candidate should only use those folders that are relevant to their case. Some of the suggested content may be more appropriate to include in an 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.
- The Appendix is not part of eDossier but still needs to be submitted per school and/or department guidelines. It shall be retained at the school level and will be available upon request by the Campus Committee and Executive Reviewers.
- In order for the candidate submit button to appear, there must be one file in each subfolder in the General section. The candidate or their delegate (see instructions on how to assign a delegate in candidate help document) should upload:
  - An official copy of the current department and/or school criteria for excellence in the appropriate subfolder.
  - A blank document under General - Department (School) List of Prospective Referees and General - Candidate’s List of Prospective Referees as these lists are not required for IUPUI dossiers.

For eDossier help:

- Candidate: https://iu.app.box.com/s/5twt4puml8e17kgz17gy
- Reviewer: https://iu.app.box.com/s/kwdm19kml2gk4g9zja
- Manage Group Members: https://iu.app.box.com/s/7drdl3zpx1s03qzc8f9x

For additional assistance:

- With IUPUI dossier content, contact Gail Williamson (gwilliam@iu.edu) and/or Melissa Lavitt (mlavitt@iupui.edu).
- With IUPUI routing questions, contact Christy Cole (ckcole@iupui.edu).
- With eDossier technical issues, contact edossier@indiana.edu.

5/13/2015
<table>
<thead>
<tr>
<th>Section</th>
<th>Previous IUPUI Dossier Format</th>
<th>eDossier Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Transaction Forms</td>
<td>Does not apply; the checklist and routing and action forms will no longer be used.</td>
<td></td>
</tr>
<tr>
<td>02: Review Level Two</td>
<td><strong>Internal Letter</strong>: The Dean Letter and School Committee Letter are uploaded as separate documents after the vote is recorded and before routing to the next level.</td>
<td></td>
</tr>
<tr>
<td>02: Review Level One</td>
<td><strong>Internal Letter</strong>: The Chair Letter and Department Committee Letter are uploaded as separate documents after the vote is recorded and before routing to the next level.</td>
<td></td>
</tr>
<tr>
<td>04: External Assessments</td>
<td><strong>External Letter</strong>: 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 Section 10 below.)</td>
<td></td>
</tr>
<tr>
<td>05: Reference Letters</td>
<td><strong>Optional</strong>: 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 <strong>Solicited Letters</strong> section under the appropriate subfolder: Teaching, Research, or Service.</td>
<td></td>
</tr>
<tr>
<td>06: Candidate’s Statement</td>
<td><strong>General - Candidate’s Statement</strong>: Not to exceed 7 pages</td>
<td></td>
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</table>
| 07: Teaching | **Teaching**: 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.  
- Subfolders that do not apply to candidate’s case should be left empty.  
- If candidate cannot find a subfolder with the desired title, upload to any section and name the file appropriately.  
- Some subfolders in eDossier refer to items that, for IUPUI, should be included in the Appendix.  
- Note: Everything uploaded in this section counts towards the 50-page limit. |
| 08: Research/Creative Activity | **Research/Creative Activity**: 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.  
- Subfolders that do not apply to candidate’s case should be left empty. The subfolder labeled “Evidence for the Stature/Visibility of Journals, Presses or Artistic Venues” should be left blank as this information is provided by the chair. (See Section 10 below.)  
- If candidate cannot find a subfolder with the desired title, upload to any section and name the file appropriately.  
- Some subfolders in eDossier refer to items that, for IUPUI, should be included in an Appendix.  
- Note: Everything uploaded in this section counts towards the 50-page limit. |
| 09: Service/Engagement | **Service/Engagement**: 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.  
- Subfolders that do not apply to candidate’s case should be left empty.  
- If candidate cannot find a subfolder with the desired title, upload to any section and name the file appropriately.  
- Some subfolders in eDossier refer to items that for IUPUI should be included in an Appendix.  
- Note: Everything uploaded in this section counts towards the 50-page limit. |
| Section 10: Assessment*/Curriculum Vitae | **General - Candidate’s Curriculum Vitae:** 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.  

**External Letters:** 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 **External Letters** section prior to the dossier being routed for review. |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Section 11: Appendices</td>
<td>The Appendix is not part of eDossier but still needs to be submitted per school and/or department guidelines. It shall be retained at the school-level and be available upon request by the Campus Committee and Executive Reviewers.</td>
</tr>
</tbody>
</table>
| **New for eDossier** | **General - Department and School Criteria:** Candidate should upload an official copy of the current department and/or school criteria for excellence.  

**General - Department (School) List of Prospective Referees:** Not required for IUPUI dossiers; upload a blank document. (There must be a file in this subfolder in order for the system to function correctly.)  

**General - Candidate’s List of Prospective Referees:** Not required for IUPUI dossiers; upload a blank document. (There must be a file in this subfolder in order for the system to function correctly.) |
| Additional Materials and/or Reconsideration Documentation | **Supplemental Items:** 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 **Supplemental Supporting Items** subfolder. |

*These are administrative sections and are not visible to the Candidate. Documents are uploaded by administrators and their support staff.
eDossier Help Topics

A. Accessing eDossier

B. Delegates and Guests

C. General Use Instructions

D. Submitting your eDossier

E. Adding Materials after Submission

F. Access to Evaluative Letters and Votes

G. Help Contacts

A. Accessing eDossier:

All active Faculty who are going up for P&T have access to eDossier by default:

1. Log into OneStart using your IU Username and Passphrase.
2. Click on the "Services > Administrative Systems > Academic" section.
3. An "eDossier System" channel will appear.
4. Click on the "eDossier Application" link to access the application.

Getting started: Click on the "Dossiers" tab and then on the "View Dossier" button. This will open up the dossier menu – the P&T Checklist – on the left pane. Clicking on the arrows > expands each section further.

Logging out: To logout of eDossier, click on the "Logout" button located on the top right hand corner. For complete CAS logout, click the "CAS logout" button.
B. Using a Delegate:

P&T guidelines state that “responsibility for assembling the dossier belongs to the department chair or dean (in non-departmentalized schools), who works closely with the candidate to ensure that all pertinent materials listed on the checklist are included in the proper categories”. However, candidates may appoint a delegate (e.g., a support staff) to assist in preparing the eDossier. The delegate may, for example, help upload files and populate various checklist categories. Ultimate responsibility for the contents and submission of the eDossier remain with the candidate and the chair/dean who "sign-off” on the checklist. The delegate may not submit the eDossier.

To assign a delegate:

1. Click ‘Assign a Candidate Delegate’ link, located at the top of the left-hand menu pane.
2. Enter the "IU Username" of the delegate and click the "Search" button.
3. The name of the person should show up on the "Name" field.
4. If desired, you can enter a "Start and End Date" during which time the delegate has access to your eDossier. With or without start/end dates, click the "save" button to establish your delegate until you remove/delete them.
5. To delete delegate access, click the delete button under the "Action" column to remove their access to your eDossier. Note: Delegate permissions automatically expire once the dossier has been formally submitted (see Section D).

Naming a Guest:

Candidates may also allow guest access. After logging in, on the upper left side of the window, click on “Assign a Guest”. A guest has view only access. This role may be useful if, for example, you are asking a colleague or mentor to review your dossier.

How does a Delegate or Guest access a candidate's eDossier?

A delegate or guest also accesses the eDossier System via OneStart (see “Accessing eDossier” above). After logging in and clicking on the "Dossiers" tab, the "Candidate" name appear. Clicking on the name will then open up the candidate’s eDossier in the left-hand menu pane.
C. General Use Instructions:

Navigating: In the left-hand menu pane, click the arrows > to expand sections. Clicking the arrow on an already expanded section will collapse it.

Uploading Files\(^1\): To add files to a category (e.g., Candidate Statements), click on the category in the left-hand menu pane. The right-hand page will open and the upload option will become visible. To upload files, “drag and drop” them or manually ‘browse and click upload file’ from your local file location. NOTE: If you are using Internet Explorer as your browser, you have to select it manually and then click the "Upload File" button.

Sorting/Reordering Files: If you have multiple files in a particular category, you may wish to reorder them (i.e., create a particular sequence). To do so, select a file and simply drag it up or down in the list.

\(^1\) **TIP #1:** Good files names are essential for you to manage your eDossier, but also essential to accessibility by reviewers. File names should make sense and be reflective of the content (e.g., MyResearchStatement.pdf). While eDossier is designed to handle multiple file formats (e.g., PDF), certain formats require particular applications to open the file. If you have a file format that might require special software, make sure to provide instructions to your chair/dean upon submission.
Deleting Files: To delete a file, select the file and check it in the “Mark” column. Click on the “Actions” button and select Delete from the drop-down menu. To confirm, click on the message to delete or cancel the request.

Replacing Files: To replace a file, select Replace from the drop-down menu next to the document. A dialog box will appear, allowing you to upload a new version in the place of the old document by clicking the Browse button, selecting the appropriate file, and clicking Upload File.
Embedding URLs – Linking 2 Documents: Within a file, you may sometimes want to point reviewers to another document/file in your dossier. For example, within your teaching statement, you might want to point reviewers to a particular syllabus you previously uploaded. Via the copy URL feature, you can embed the link to the syllabus directly in your statement so reviewers can easily access it.

- Select the previously uploaded document you want to link to using the Copy Link option in the drop down menu next to the uploaded document.

- A dialog box will now appear with the appropriate URL. Copy the URL to your clipboard.

- Paste the copied URL into the relevant document before uploading it to your dossier. Here are two examples of ways to include the URL in your file:

  ✓ “This is my research statement. I want to note a very important paper that examines x relationship. The paper may be found at the following link: https://test.uisapp2.iu.edu/edo-stg/EdoDownloadFile.do?itemID=546
  ✓ “This is my research statement. I want to note a very important paper that examines the x relationship. [Note: here, the word ‘paper’ has the hyperlink attached to it].

- Save the document to your computer or server and upload as normal. When a reviewer opens the document from within e-dossier, clicking on the URL link will direct the system (and reader) to the linked file.
D. **Submitting your eDossier:** When you have completed your e-Dossier, the next step is to “submit” it to your department (or unit) chair. S/he is responsible for “signing off” on your P&T Checklist. That is, after review, your chair will either “return” the e-dossier to you for further development or “sign off” and route it to the first level of review. At this point, your accepted eDossier will advance automatically (using IU’s workflow system) to review bodies.

*Note: Each* sub-folder in the "General" section of your dossier must have at least one file uploaded before the “Submit” button option becomes visible to you.

If you submit your eDossier in error, please contact edossier@indiana.edu for assistance.

E. **Adding Materials after Submission:** Once your eDossier is routed and under review, it is essentially frozen. However, additional materials (e.g., new publications, awards etc.) may be added by using the “Supplemental Items” folder at the bottom of the left menu. This folder is activated and becomes visible to you once your department chair has signed off on the checklist and the review process has begun. New items will be date-stamped.

F. **Access to Evaluative Letters and Votes:** External letters, internal evaluative letters, and vote records are *not* viewable by the candidate at any time during the review process. Access to any evaluative materials is managed outside the e-dossier system and according to policy and local practices.

G. **Who do I contact for help?**

If you encounter problems, please email edossier@indiana.edu and someone will assist. General questions and feedback may also be sent to edossier@indiana.edu.
eDossier Help Instructions:
Reviewers and Principals

I. Accessing eDossier

II. Instructions for Reviewers
A. Viewing cases
B. Navigating

III. Instructions for Principals
A. Routing requirements
B. Assigning a Principal Delegate
C. Dealing with Candidate Supplemental Materials

IV. Roles in eDossier

Please email edossier@indiana.edu for further help and/or general questions.

V. Manage Group Members Functionality (Reviewer Routing/Workflow Setup)
Instructions for Reviewers

A. Viewing Eligible Cases:

The routing/workflow of each candidate’s dossier will be set prior to the candidate submitting their dossier. Once the dossier is ready for review, reviewers are notified via an automated email that the case is ready. Reviewers are given access permissions according to their eligibility to view particular types of cases. After logging in, reviewers and staff see a list of all e-dossiers they are eligible to view.

B. Navigating:

After logging in, reviewers will see a "Reviews" tab on the right hand side of the page. Reviewers should click on the tab and then on the "Candidate" name and "Open Dossier" button to open up a candidate’s dossier. To examine a candidate’s materials in the P&T checklist, simply click on the arrows in each section to expand that section further.
II. Instructions for Principals

Certain individuals are responsible for routing a candidate’s e-dossier to the next level of review. These individuals are referred to as “Principals” in the process and include the department chair, school committee chair, dean, campus committee chair, vice provost/chancellor, provost/chancellor.

A. Routing Requirements:

For “Principals”) responsible for routing the dossier to the next level, the system requires that the internal evaluative letter must be uploaded and vote recorded. Once the requirements have been fulfilled, a “route” button appears on the candidate dossier page allowing the principal to route the dossier to the next level of review.

To complete a vote record, click on the Vote Record link below the candidate’s dossier on the left-hand menu pane. Enter the numbers manually by clicking inside of each box of the record. Upload Evaluative letters to the Internal Review folder.

![Image of the system interface]

B. Assigning a Principal Delegate:

Individuals responsible for routing (and thus uploading the internal evaluative letter and recording the vote) may assign a delegate (e.g., staff support) to assist in the process. Steps to “Assign a Reviewer Delegate”

1. Click “Assign a Chair Delegate” link, located at the top of the left-hand menu pane.
2. Enter the "IU Username" of the delegate and click the "search" button.
3. The name of the person should show upon the "Name" field.
4. If desired, you can enter a "Start and End Date". With or without start/end dates, click the "save" button to establish your delegate until you remove/delete them.
5. To delete delegate access, click the delete button under the "Action" column to remove their access.
C. Principals Acknowledgement of Supplemental Documents:

A candidate may add materials to their dossier at any time during the review process. Once the dossier is submitted and has been routed, a supplemental folder is automatically created for this purpose. Any materials added to this folder are date and time-stamped.

Every time supplemental materials are submitted, workflow notifications are sent as a function of “where” the e-dossier currently is in the review process. Principals are responsible for considering these materials and, if applicable, informing others at their level (e.g., a department chair informing departmental eligible faculty reviewers) of new materials. Principals are also responsible for acknowledging consideration of new materials. Notifications are as follows:

• The Principal at the current level of review receives essentially an ‘fyi’ notification: “You are being informed that Candidate X, whose e-dossier is currently under review at your level, has added material(s) to the supplemental folder. [Please notify others at your level (i.e. committee members) of these materials.] No other action is required.

• For a past level of review (where a vote has already been recorded and letter uploaded), the Principal receives the following notification: “Candidate X, for whom you have already voted on, has added material(s) to their supplemental folder. Please consider these materials [and notify others at your level (i.e. committee members) to do so as well].

After consideration (individually or via committee), the Principal will acknowledge the supplemental materials in 1 of 2 ways:
- Choosing Acknowledge means that upon consideration, no further action will be taken.
- Choosing Acknowledge with Action means that upon consideration, a formal response (i.e., a letter and possible revote) will be uploaded.

Who do I contact for help?

If you encounter an error while working within the application, please email edossier@indiana.edu and someone will assist. General questions and feedback may also be sent to edossier@indiana.edu.

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1 Candidates should be strongly encouraged to submit supplemental materials in bulk to avoid excessive workflow notifications.
2 A Principal’s delegate may not carry out the acknowledgement of supplemental materials task.
IV. Roles in e-Dossier

Main Roles

*Candidate and his/her dossier*

- Can populate own Open dossier (add, remove, replace items in checklist folders)
- Can submit own dossier for review
- Can populate the Supplemental Materials folder of own dossier once the dossier is frozen
- Can populate the Reconsideration folder of own dossier if the case is under Reconsideration
- Does not have electronic access to any ‘restricted’ folders (i.e., external, internal or solicited letters or vote records)
- Can assign a Delegate (delegate access expires once dossier is submitted)
- Can grant Guest role at any time (open, submitted, closed, under reconsideration)

*Reviewer*

- Has view-only access to dossiers in either Submitted or Reconsider status based on affiliation (department, school, campus, institution)
- Can only view vote records and internal letters for own level and below

*Committee Chair*

- Reviewer access plus ...
- Can enter Vote Record and upload Internal Letter for his/her review layer
- Routes the dossier to next (upper) level of review
- Responds to Supplemental Materials notifications
- Can assign/remove a Chair Delegate

Delegated Roles

*Principal Delegate*

- Can do anything that the principal can do, except:
  - Acknowledge Supplemental Materials notifications.
  - Record votes or post internal letters on dossiers in Reconsider status

*Candidate Delegate*

- Can do anything the candidate can do while the dossier is in Open status
- Cannot Submit dossier for review, but when candidate submits dossier, delegate loses all access

*Guest*

- Has view-only access to dossiers when granted this role by a candidate
Administrative Roles

Administrator (typically staff)

- View-only access to dossiers from the moment they are Open through the Closed status based on affiliation (department, school, campus, institution). Once it is closed, only Candidate (and his/her guests) can view it
- Can upload materials (i.e., External and solicited letters) to the “Restricted Area”
- Eventually will be able to setup a Candidate
- Eventually will be able to setup review committees and committee chairs for his/her unit based on affiliation
- Eventually will be able to setup committee departments and/or schools based on affiliation

Final Administrator

- Has view-only access to dossiers, irrespective of status

V. Manage Group Members Functionality (Reviewer Routing/Workflow Setup)
For more help please refer to the documentation https://iu.box.com/s/7drdl3zpx1s03qzc8f9x

For video tutorial: https://connect.iu.edu/edossier-manage-group-members-demo/