To be implemented for 2019-2020 or as soon as possible:

- Candidates who can incorporate these changes are able to do so, but none are required to do so in the 2019-2020 cycle.
- Committees should endeavor to incorporate the clarification procedure into their processes this fall, but are not required to do so.
- The OAA/ P&T Website will have three documents relating to the 2019-2020 cycle guidelines:
  - A short description of specific changes to be implemented
  - A ‘red-line’ (red+blue) line version of the entire Guidelines that shows specific changes, those approved last year (red) and those approved this spring (blue)
  - A clean copy of the entire Guidelines.

For candidates:
In the CV:
- If your area of excellence is research or service, you need only include teaching assignments back to 2012.

In the personal statement:
- Include an affirmation of honesty: “I affirm that my statements in this dossier are a fair and accurate reflection of my achievements.”

In the dossier:
- You need not include reviews of unsuccessful grants. You may if you wish to do so. Please note: the chair is required to address grant history if applicable to the faculty member’s success. Ensure your chair has the information he or she needs.

For chairs:
For the dossier submission:
- Before submitting a pending dossier, check for an affirmation of honesty.

For external letters:
- If the candidate is reapplying for promotion within 3 years of an unsuccessful case, AND has changed their area of excellence, you may remove all previous letters where the letter-writer has failed to respond to a request to update them.

For committees (or dean or chair): Request for clarification
If a question arises about statements (or gaps in information) from the candidate, committee members should contact the committee chair. If the chair identifies a substantive question that may affect the outcome, he or she should contact the candidate in this format:

“This question has been raised. We would appreciate a response, by ____ date. If you choose to respond, please upload your response in the Supplemental folder. Please acknowledge that you have received this request.”

Committees must base their decisions upon the dossier content. If they feel there is a serious gap or other issue that the candidate has not addressed, they should ask the candidate for additional information to be placed in the dossier. If the candidate’s response (or lack of a response) is important, they should explicitly address this in their review.