

Guidelines for Candidates' Preparation of
Documentation for Faculty Review
7/14/06

Provide three copies of a dossier containing the following in this order.

1. Complete the non-evaluative sections of the current campus promotion and tenure forms (Sections I-IV) on the version of these forms amended for use by faculty for reviews internal to the Library.

The forms amended by the Library are available on the Library's Promotion and Tenure Committee Web site by September. The campus forms on which they are based are located on the Provost's Web site and are updated annually, usually in July.

2. Include copies of publications, manuscripts of work in press, and drafts of writing in progress since your last personnel action.
Note whether publications are refereed.
Give a brief evaluation of each publication's originality, importance, and, if co-authored, your specific contribution.
Include ISI Citation Index evidence of citations to your publications and supply copies of other citations to your publications after each publication.
3. Provide information about other activities not covered on the campus forms and that you want to call to the committee's attention.

For example,

Copies of publications by others to which you contributed in some way. Indicate where you are acknowledged in the publication or describe your contribution.

Testimonials to your contributions

Note: The Committee may ask the candidate to provide additional documentation to clarify information submitted in the dossier.

July 14, 2006 (revised/VGP) [Approved by the Library Promotion and Tenure Committee]
October 7, 2002 (revised/DDB) [Approved by the Library Promotion and Tenure Committee]
September 9, 2002 (revised) [Approved by the Library Promotion and Tenure Committee]
March 1, 1999 (revised) [Approved by the Library Promotion and Tenure Committee]
October 1992 (revised)
May 1985