

Paper Preparers Workshop

September 22, 2010

Mo-Yin Tam, Vice Provost for Faculty Affairs



PANELISTS:

Jay Goldstein, Professor, Medicine

Patricia Harkin, Professor, LAS



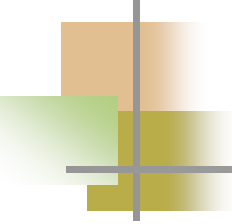
(1) Norms

(2) Vote of Committee

- Statement from committee chair

(3) Cover page

- Nature and signature of paper preparer
- Signature of the candidate



(4) Letters of reference

- Instruction to reviewers
- Full professor
- Not from co-author (senior reviewers may know of candidate's work; but with no conflict of interest)
- Address negative comments (Executive Officer's Letter)



(5) Co-author's letters

(6) Candidate's statements (unusual aspects of dossiers may be addressed)

(7) Publications

- Number the publication
- Order of the authors
- Importance of the outlet (Exec Officer's Letter)



(8) Grant

- Role of co-PI
- Amount attributable to co-PI

(9) Teaching

- co-teaching courses
- Peer evaluation
- How to handle letters from students

(10) Service



(11) Other

- Conduct, ethics, citizenship (informal allegations should not be part of the P&T process).
- Dossiers may be prepared by a senior faculty member than the Dept Head.
- College guidelines should reflect expectations of units esp. in cases of book publishing or national funding.