

**Office of the Provost  
Policy on the Inclusion of  
Unit Statements on Evidences in  
Promotion and/or Tenure Dossiers  
(revised August 2012)**

**The Inclusion of Statements on Evidences in Tenure Dossiers**

A Department or School's written statement of evidences pertaining to the granting of tenure shall be included in the tenure dossier of a candidate only if that Department or School adopted the statement on evidences prior to date that individual was hired as a tenure-track faculty person. As a rule of thumb, the unit's statements apply to a faculty person whose initial academic appointment in a tenure-eligible title series was effective July 1, 2010 or thereafter.

**The Inclusion of Statements on Evidences in Promotion Dossiers**

A Department or School's written statement on evidences pertaining to promotion shall be included in the promotion dossier of a candidate only if that Department or School adopted the statement on promotion evidences prior to the date that individual attained his or her current academic rank. As a rule of thumb, the unit's statements apply to a faculty person who was appointed or promoted to the individual's current academic rank on or after July 1, 2010.

**One Other Consideration Regarding Promotion Dossiers**

There is a circumstance pertaining to promotion review, not described above, of the candidate whose appointment or advancement to the individual's current rank (Instructor, Assistant Professor or Associate Professor) predated the adoption of the unit's promotion statements. By the policy articulated above, the unit's promotion statements would never apply to those persons among the unit faculty who were promoted or appointed to Assistant Professor or Associate Professor prior to the unit's adoption of its promotion statements. To address this circumstance, a unit faculty may revise its policies to state that, *upon the request of the candidate under review*, the unit administrator shall include the unit's promotion statements in the individual's promotion dossier. As is the case with any revision of written evidences adopted by a unit faculty, the unit administrator must forward the revised policy to the Dean of the College for review and approval.

Finally, to help ensure that faculty reviewers will easily find the unit's statements on evidences in the review dossier, the Provost suggests that statements be placed immediately after the letter from the unit administrator (e.g., Chair or Director).