

Dossier Review Quick Reference

Correction is required before the dossier can move forward:

- Error in any field on the Action Form – Confirm title code, action, dates, years, etc
- The department letter is missing a specific recommended action, step, and reason for extra half step
- The department letter does not factually match the data in the dossier
- The vote reported in the letter is not clear/total correctly- Should be easy for someone outside the department to understand
- The candidate's statement exceeds the page limit – 5 pages max
- COVID Statement limited to 1 page
- DEI statement that supports/highlights efforts in the dossier highly recommended
- Inactive or broken links to student evaluations
- Missing date ranges per activity on the List of Service – Cannot say “Present” to indicate current service, should only include the current review period service
- Missing links for editorial board service
- Inactive or broken links to journal articles included in the review period – Recommend using BOX
- Missing proof of acceptance of in press publications- gallery proof or letter of acceptance required
- Lines and/or asterisks are missing or incorrect on the publication list (all sections require lines/asterisks)- personally click and check every one
- Contributions to jointly authored works are missing on journals in the review period
- Items outside the review period are included in any section of the dossier except Publications
- Items are duplicated in multiple sections of the dossier – preprints should not also be in publications or as submitted papers
- Items are listed in the incorrect section of the dossier (i.e. graduate group membership was redefined in 2016 as Teaching: Special Advising, not Service)
- Sabbatical reports are now required
- New data category for LPSOE for programs of study
- Administrative position descriptions highly encouraged to assist reviewers with the difference in service, especially if recommended for extra half step

For dossiers requiring external letters:

- Incorrect sample solicitation letter was uploaded
- List of referees is not numbered or include the appropriate labels (arms-length/not arms-length, candidate selection/department selection, received/not received)
- Referee letters are not labeled (should be stamped CONFIDENTIAL, numbered per the list, arms-length/not arms-length, candidate selection/department selection)

Please see VPAA checklists, prior Academic Calls, and Directives for further information on required items in the dossier.