Tenure and Promotion Confidentiality and
Dossier Preparation

CONFIDENTIALITY

• Candidates will have direct knowledge of the evidence in the dossier. The only exception to this is that student letters are protected.

• All those involved in the tenure and/or promotion process conduct work with complete confidentiality neither offering or supplying information in any verbal or non-verbal form to anyone outside of the tenure and/or promotion committee.

• The professional lives of colleagues are under review. A breach of confidentiality is considered to be a serious violation of ethical conduct.

DOSSIER PREPARATION

• Faculty and Department Chairs are encouraged to maintain a continuous file on all matters related to tenure and promotion. In this way, when the time draws near for a decision, the dossier may be assembled readily for committee consideration.

• Completing the annual Faculty Activity Summary Report with documentation is a good way to keep track of one's activities.

• An early step in the preparation of dossiers is to give the candidate an opportunity to submit relevant materials.

• Final responsibility for preparation of the dossier rests with the chair, although the chair and/or a senior member of the faculty are expected to provide assistance.

• The School of Public Health-Bloomington Executive Associate Dean, upon request, will assist in the final stages of dossier preparation, including review of the candidate statement and final organization of the dossier.

• As per the wishes of the Vice Provost for Faculty and Academic Affairs, the dossier is to be organized in three-ring binders with minimal use of plastic slip sleeves.