

## **Tip Sheet: Suggested Timetable for Preparing Tenure and Promotion Documents**

### **At the beginning of your career...**

Organize folders to hold documents, publications, letters, copies of emails, or other items related to performance, scholarship, and service. If you update these each year as you prepare for your annual performance review, you will have the materials ready to be incorporated into your tenure dossier.

### **One year before due date . . .**

Begin to gather documents that support your accomplishments in the areas of performance, service and scholarship. Examples include letters of appreciation, articles published, committee reports, and so on. Look at other dossiers, if available; the more recent, the better.

### **Nine months before . . .**

Begin to solicit letters of support from anyone who is in a good position to judge your work; this may include peers in your department, librarians from other places or in other specialties who have collaborated with you on projects, faculty members, and students. Consider including tallies from class evaluations, if available, and materials from outside organizations or associations, such as service organizations, if appropriate. Also, begin to think about who you will suggest as official external reviewers.

### **Six months before . . .**

Begin to put the documents into an orderly file format, according to the Faculty Review Checklist; the Faculty Handbook; Evaluative Criteria, Procedures, and General Standards . . . ; Academic Policy Series 1405.10; and other related documents. Pay attention to detail. Be critical of your own plan. Don't exclude things before asking someone who has gone through the process, but don't include everything you have ever done. Show a representative cross-section of your best work; it will demonstrate your abilities to better advantage than an overwhelming volume of material.

Get comments and suggestions from your supervisor and other mentors while there is still time to change the documents if needed.

Check the document for library-related jargon and acronyms that professionals in other disciplines might not understand as well or in the same way.

Have you:

- prepared a table of contents for the dossier?
- included all of your annual review documents, with supervisor comments?\*
- included all of your Reappointment Committee reports?\*
- included any pertinent letters from your personnel file?\*
- included copies of publications, including substantial internal documents, or published reviews of your work?
- included all evaluations/letters of support from internal and external sources?

### **Three months before . . .**

Make sure that all the documents and supporting elements are in the best possible format and condition. Recheck spelling and grammar.

**One month before . . .** Check that all documents and activities are up to date.

**Two weeks before . . .** Get comments and suggestions from your supervisor and other mentors.

**One week before . . .** Make sure that you keep a copy.

**The day you turn in your dossier . . .** Try to relax while you wait. Take a day off if possible.

\* Copies of all of these documents should be in your file in the Library Human Resources Office.