The Circulation of Tenure Dossiers

1. Hard Copy Dossier

The most common and traditional mechanism which is consistent with confidentiality and file integrity is to provide each Tenure Committee member with a full hard copy file for each tenure candidate.

This process remains the same as in previous years.

Tenure Dossier to Provost's Office

One hard copy of the final tenure dossier will be required when the tenure dossier is submitted to the Provost's Office for review.

The standard sections outlined in the tenure dossier segment of the AAPM will continue to apply.

If you use one of the electronic methods for sharing the tenure dossier, it would be helpful if units would also submit an electronic copy of each tenure dossier with the hard copy file.

Once the Review is Complete

Academic Units should always keep one complete, full copy of each tenure dossier. Once the tenure process is complete, Chairs should collect and securely dispose of all extra hard copy files of each tenure dossier.