

**UW Guidelines Regarding T&P Dossiers and Procedures**  
[endorsed by Deans' Council 19 June 2013]

Candidate statements normally should not exceed 3 pages.

Copies of annual performance reviews are to be included in the material (chair to provide if not part of the candidate's submission).

Regarding probationary-term reappointments, Policy 76 provides "The Dean and/or Chair shall write to candidates who are to be reappointed to summarize any concerns that may have been identified, and to provide advice on preparing for future tenure consideration." All such documents are to be provided to the DTPC by the chair.

DTPC and FTPC memos are to identify committee members and include the outcome and the vote count.

DTPC memos are to include a table of the annual performance ratings [teaching, research, service, overall; 0-2 scale] for the last 5 years.

Every effort should be made to obtain substantive assessments from at least 5 external referees, with at least 3 from the list proposed by the DTPC; the external referee information sheet [overleaf, to be completed by the DTPC chair] should make clear who suggested a particular referee and why by commenting briefly on a proposed referee's relationship to the candidate and, to illustrate stature, on the significance of the referee's major accomplishments ['works in the same area' is NOT helpful, nor is providing a list of the referee's publications].

Student course evaluations results for the last 5 years should be summarized and accompanied by meaningful interpretive information [e.g. department results for similar courses set out separately, such as required courses and upper year electives].

Student letters on teaching should not be included unless absolutely clear they are arm's-length and spontaneous; such material should be summarized if more than 2 pages.

D/FTPC voting may be by show of hands or secret ballot as decided by the committee; when D/FTPC votes reported are less than the number of voting members, an explanation should be provided because all members, including D/FTPC chairs, are expected to vote. The only time a member does not vote is when a conflict of interest has been declared/determined – in that case the member with a conflict must not attend the portion of a meeting when the file is discussed and will not vote; if the D/FTPC chair is in conflict a chair pro tem is to be elected by the committee.

When the D/FTPC has completed its deliberations, the chair shall inform the candidate in writing of the outcome (including the basis for it, if negative) but shall not include any indication of the vote count (including whether the recommendation was unanimous).