

Checklist for Dossier Preparation for Candidates for Reappointment/Continuing Appointment

Task 1.	APT meeting is scheduled (this actually is done more than a year in advance, and typically sets the time for subsequent actions).
Task 2.	Dossier preparer consults with the candidate for suggestions on evaluators. External disinterested evaluators are selected by the dossier preparer along with a written statement on the procedure for selecting such evaluators. In addition, the dossier preparer provides a brief biographical statement for each disinterested external evaluator. (About 3 months before dossier is due at AVPUL Office)
Task 2.	Update and revise Curriculum Vitae, using recommended style/format template. (http://libweb.lib.buffalo.edu/sw/committees/apt/dossier/cvtemplate.pdf). Ask colleagues to review Curriculum Vitae and provide comments. The “final” version may be modified up to the actual time of review with additional items or clarifications as noted or indicated. (About 3 months before dossier is due at AVPUL Office)
Task 3.	Update and revise Statement of Research Interests and Statement of Service. Ask colleagues to review statements and provide comments. The “final” version may be modified up to the actual time of review with additional items or clarifications as noted or indicated. (About 3 months before dossier is due at AVPUL Office)
Task 4.	Select and “package” candidate’s Supplemental Materials, provide a list of items included among supplemental materials. (proxy letters or galley proofs from editors may be submitted for works that have been accepted for publication, or “in press” at the time of preparation). (About 3 months before dossier is due at AVPUL Office)
Task 5.	Select at least four (4) external “disinterested evaluators” and prepare a letter requesting that they provide feedback on the candidate. A sample letter can be found at (http://www.business.buffalo.edu/UbbContent/Hrs/facultyhandbook/sample letter.pdf). Provide evaluators with a date by which their letter of evaluation must be returned. (About 3 months before dossier is due at AVPUL Office)
Task 6.	Select other external and internal evaluators and prepare letters requesting that they provide feedback on the candidate. Provide evaluators with a date by which their letter of evaluation must be returned. (About 2 months before dossier is due at AVPUL Office)
Task 7.	Evaluator’s letters are due to preparer. (About 1 month before dossier is due at AVPUL Office)
Task 8.	Prepare a dossier Table of Contents and complete the relevant checklist. (About 2 weeks before dossier is due at AVPUL Office)
Task 9.	Schedule Unit Librarians’ meeting to discuss candidate and conduct a Unit vote. Library faculty eligible to vote on the personnel action conduct a closed ballot. Vote

	needs to be a “rank-on-rank” vote. Only those at the same rank or higher than that which the candidate being considered is seeking are eligible to vote. (About 2 week before dossier is due at AVPUL Office)
Task 10.	For continuing appointment the candidate’s documentation is submitted by the Office of the Associate Vice President for University Libraries to eligible faculty system-wide for a vote. Ballots are returned to the Office of the Associate Vice President for University Libraries for tabulation. The system-wide faculty vote is provided to APT prior to its deliberations. (Approximately 2 weeks before APT meeting)
Task 11.	Full dossier including supervisor and Unit Director letters are due at the Office of the Associate Vice President for University Libraries. The Unit Director and supervisor (if applicable) provide the candidate with a copy of his/her letter immediately upon completion. (This gives the candidate the opportunity to consider whether he/she wants to appoint an advocate). (Approximately 2 weeks before APT meeting)
Task 12.	The Appointment, Promotion and Tenure (APT) committee meets to discuss the candidate based upon the documentation submitted by the preparer. The preparer meets with APT to provide a summary of the candidate’s credentials. After presenting the candidate’s information to APT, the presenter leaves and APT continues its deliberations until ready to take a closed vote. The vote is reported to the Office of the Associate Vice President for University Libraries.
Task 13.	The Office of the Associate Vice President for University Libraries shares the tally of the vote with the dossier preparer, who notifies the candidate of the outcome.
Task 14.	For reappointments the Associate Vice President for University Libraries serves as the designee of the Provost in determining final disposition of the case.
Task 15.	For candidates being considered for continuing appointment the chair of APT prepares a written letter to the Associate Vice President for University Libraries on the vote, discussion/disposition of the candidate being considered. (Approximately within 1 week of APT meeting)
Task 16.	The Associate Vice President for University Libraries prepares a recommendation that is included with all other documentation. The full dossier is submitted to the Office of the Provost.
Task 17.	The Office of the Provost reviews the documents prior to the discussion and vote by the President’s Review Board (PRB). After PRB votes the chair of the Committee makes a recommendation in writing to the Provost and the President.
Task 18.	The Provost reviews the documentation and makes a recommendation to the President.
Task 19.	The President reviews the documentation and makes a recommendation to the Chancellor of the State University of New York.
Task 20.	The final approval is made by the Chancellor.

A. Individual Development and Refinement

1 Curriculum Vitae Preparation

From the day you start your employment, updating your Curriculum Vitae (CV) should be a standard and regular feature of your routine. The first thing is to take the Curriculum Vitae you have before you started to work at UB and put it into the format, design and style suggested by the University Libraries. This becomes your standard Curriculum Vitae format that you should update several times each year (or month).

2 Preparing your Research and Service Statements is something that you should work on as soon as possible after you start working. This is best done with your unit director, and/or mentor(s) and also should be a work in progress throughout your time at UB. These are dynamic documents reflecting your overall philosophy(ies) about your ongoing research (including a chronology of your research activities, presentation of your research, and subsequent publications of the research you have conducted). As you develop and interact with peers, faculty, administrators, students and others during your employment at the University your Service Statement may change. Periodic updates are necessary and can help you “define” other aspects of how your work, research, and other learning and service activities mold your ideas and actions about providing quality service.

3 Selecting and compiling your Supplemental Materials (intellectual output) for in-depth evaluation and review is no trivial thing. You need to work with your unit director(s) and your librarian peers in identifying the highest-quality items that you must have evaluated by others in the review process. Copies of presentations, papers, reports, etc. should be carefully selected and reviewed for inclusion in the dossier to be presented for review. In some cases it might be necessary to obtain statements from editors to verify that a particular work has been accepted for publication or to clarify your individual involvement with a project. These materials reflect the output of your efforts prior to your employment at the University at Buffalo, and take into consideration the complete body of work you have done, including that prior to your employment at the University. There can be a very nice progression or evolution of your activities from an idea for a bibliographic instruction element or a compilation of Web sites, to an in-class presentation or library guide, to a presentation(s) at library association meeting(s), to its publication in a peer-reviewed academic journal. All of your activities should be thought of in the years (months) prior to your final tenure review, as critical elements leading to the success of your tenure process.

B. Dossier Preparation

See Itemized List, previous page

C. Final Reviews and Evaluations

After the dossier is assembled and library unit vote taken, the dossier is presented to the Office of the Associate Vice President for University Libraries who disseminates the dossier and ballot for a system-wide vote by all eligible faculty. A series of final reviews is then undertaken, beginning with the initial review by the Appointment, Promotion and Tenure Committee, whose action is reported back to the Library Director's Office.

The chain of custody for subsequent reviews and evaluations: University Provost's Office, President's Review Board (PRB), the University Provost, the University President, and finally to the

SUNY Chancellor. There are no strict time elements involved in these reviews, but they are supposed to be undertaken in a timely fashion, and must be completed prior to a candidate's contractual notification date.