



*protecting academic quality*

## **CONTRACT TIP: PRESENTING YOUR WORK IN YOUR DOSSIER**

Be sure that you are using terms--such as "submitted," "under review," and "in press"--accurately in your dossier. If there are changes in items such as dates after the dossier has been submitted, be sure to submit updates with the necessary corrections.

The contract (Article 14.6.f.vi) refers specifically to the appending of materials. See the following text:

vi. Throughout this process, the faculty member may append additional material to his/her dossier only under the following guidelines:

- The only "additional material" that may be submitted is an update on a change in status or achievement relevant to documents already submitted or referred to in the dossier, such as an article accepted for publication that is referred to as under review, or a grant being funded. Such material may only be submitted prior to March 15, the time that the Provost initiates review.
- Material that provides evidence to support a claim in the rebuttal and that was not submitted in the original dossier may be attached to and submitted with the rebuttal.
- Additional submissions and rebuttals will be added as identified attachments to the dossier, such as a tab or site labeled "rebuttal" or "additions." The main dossier, once submitted, may not be changed.

We hope you find this information helpful.

David Shiman, President, United Academics  
for your  
Contract Administration Committee

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