Instructions for Electronic Dossiers on Sakai

Terms to remember:
Organizer = able to read; post; add/delete reviewers
Custom = read and write access (able to post recommendation letters)
Member = read only

For Candidates: You will receive an individualized Sakai site from IT after declaring your candidacy in March of the year preceding your application for promotion and/or tenure. Before September 1, you will need to add the email addresses of those in the department who will vote on your case, including the members of the promotion and tenure committee and the department chair. You will be listed as an “organizer.” Please give the department chair and the P&T committee chair “organizer” access as well. All other voting members should be “members” because they will only be reading the dossier.

For Department/School Promotion and Tenure Committee Chairs: The candidate will have added you as an “organizer.” On September 1st, you must close the candidate’s access to the dossier. N.B. it is imperative that you do this before adding the external letters of recommendation. You will also post the departmental/school level letter(s) of recommendation. Please note that in addition to uploading the electronic version of the decision letter, the original (hard copy) decision letter should be sent to the department chair/school director with hard copies to all appropriate parties (candidate, dean, etc.)

For Department Chairs and School Directors: You will have status as an “organizer.” You should close access to all department reviewers, post your decision letter, and add the dean and dean’s administrative assistant to Sakai access, giving the dean the status as “custom” and the administrative assistant, the status of “organizer.” Please note that a hard copy decision letter should be sent to the dean with copies to all appropriate parties (candidate, departmental/school P&T Committee chair, etc.)

For College Promotion and Tenure Committee and Chair: The chair of the College Promotion and Tenure Committee will have “custom” access; committee members are “members.” Please note that a hard copy decision letter should be sent to the candidate with copies to all appropriate parties (dept. chair, dean, etc.)

For Deans and Dean’s Administrative Assistant: Dean has “custom” access. Each dean’s administrative assistant has “organizer” status and will add college committee members as “members” and the college committee chair as “custom” (so the chair can post the committee letter of recommendation). Please note that a hard copy decision letter should be sent to the Provost with copies to all appropriate parties (candidate, dept. chair, etc.)

For University Promotion and Tenure Committee: The Assistant to the Vice Provost for
Faculty Affairs has “organizer” status and will add emails of University Faculty Senate Committee members to every dossier. Committee members have “member” status; committee chair has “custom” status and will post the committee letter of recommendation. Please note that a hard copy decision letter should be sent to the Provost with copies to all appropriate parties (candidate, dept. chair, dean, etc.). The Assistant to the Vice Provost for Faculty Affairs will close access to Senate committee members after that committee has concluded its work.

For Provost: The Assistant to the Vice Provost for Faculty Affairs will give the Provost and Vice Provost for Faculty Affairs status as “member” after deans’ letters of recommendation are posted. The Vice Provost’s assistant sends the Provost’s decision letters to candidates, with copies to all appropriate parties (dept. chair, dean, etc.). The Vice Provost’s assistant also removes external letters of recommendation from the dossier at the conclusion of the process and stores them in a secure file for three years. At the conclusion of the process, the Vice Provost’s assistant returns the dossier to candidate by adding candidate as a “member.”

Calendar (as found in Faculty Handbook):

March 15 Candidates declare intent to seek promotion and/or tenure; soon thereafter, candidate gains access to individual Sakai site; candidate builds dossier and, before September 1, populates access to the dossier for departmental voting members, including departmental promotion and tenure committee and department chair.

September 1 Candidate access closed by department promotion and tenure committee chair; department committee chairs adds external letters to dossier.

October 1 Department promotion and tenure committee chair inserts departmental/committee letters(s) of recommendation and closes committee access to dossier.

October 15 Department chair inserts letter of recommendation and gives dean and dean’s administrative assistant access to dossier; dean’s administrative assistant populates college committee members to give them access to dossier.

December 1 College committee chair inserts letter of recommendation; dean’s administrative assistant closes access for college committee

January 2 Dean inserts letter of recommendation and dean’s administrative assistant populates access by Provost and Provost’s administrative assistant; Provost’s administrative assistant populates access by University Promotion and Tenure Committee members and chair and closes access to dean and dean’s administrative assistant.

February 15 University committee chair inserts committee letter of recommendation.

February 28 Provost’s administrative assistant sends decision letters to candidates; and closes access to Senate committee members

September 1 (following year): Provost’s office removes external letters from dossier and stores them as PDF in secure file for three years and returns dossier to
Frequently Asked Questions:

1. Is the Application for Promotion form on the Sakai site?
   No. That form is the last vestige of paper left in the process. It will pass from one level of review to the next to be signed and dated, just as it has done in the past.

2. Does this process change anything in the currently stated procedures from the Faculty Handbook?
   No. The process follows the Faculty Handbook.

3. Is there a change in how external letters of recommendation are solicited?
   No. The department promotion and tenure committee should solicit letters as they currently do. The department/school P&T committee chair will post the external letters of recommendation to the candidate’s Sakai site after September 1 when the candidate’s access to the site is closed.

4. How should external letters of recommendation be loaded onto the Sakai site?
   Each external letter should be loaded with the recommender’s CV in its own folder. The letters and the CVs should be loaded into each folder as separate PDF files. You will find seven of these folders already loaded into the Sakai template under “Introductory Materials” and you can add more folders if the number of external recommendations exceeds seven. They are currently labeled “Reviewer 1,” “Reviewer 2,” etc. When you load the letters, please relabel these folders in this fashion: “Reviewer 1_Last Name_Institution.”

5. Are the external letters of review confidential?
   Yes. This process is as secure as the former system of circulating paper copies.

6. How will committee members review the dossier?
   The same people/committees who review now will have access to the dossier. The online dossier is "opened and closed" to each level at different points in the required calendar. Committee members will have read only access; only committee chairs will be able to read and add letters of recommendation.

7. How will candidates add material to the dossier after September 1?
   They will do so as they do now by providing any materials to be added to the promotion and tenure committee chair or the dean or provost’s office, depending on where the dossier resides at the time materials are to be added.

8. How do candidates submit materials that cannot be uploaded to the Sakai site (such as a book)?
   Materials such as this can be submitted just as they would have been as part of a paper dossier. Please provide a copy to the Chair of the Department Promotion
and Tenure Committee (or the dean's/provost’s office if the material is available after the dossier has left the department.)

9. How should material related to an appeal be added to the dossier?
Materials from an appeal will be added to the dossier as they are now (submitted to the person/office where the appeal is occurring; that person will add appeal material to the dossier). Appeal materials and any other candidate updates should be uploaded with a cover note describing the material, the date it was added, and by whom it was added. Appeal materials go into the “Decision Letters” folder; all other candidate updates go into the “Candidate Updates” folder.

10. Do the external reviewers have access to the Sakai site?
No. Department promotion and tenure committees should solicit the external reviews in the same way they have been doing, but will post the letters in the electronic dossier.

11. Can candidates create their own Sakai sites?
No. Candidates must use the site provided to them and must not alter the folder structure of the site. This is especially important in terms of the addition of the external reviewer materials.

12. If I have questions, who should I ask?
Please direct any questions to Dana Brittingham in the Office of the Provost (dbritt@udel.edu).