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# FAQ

## General

Double check that the whole dossier is single sided.

Electronic Signatures are legitimate!

Make sure CV, Statement, and Service Portfolio (if included) speak to each other.

Please use colored paper to divide sections and don’t use that colorful sheet to print the data sheet for each section ex. Don’t put the Section 2 worksheet on colorful paper….put it *behind* the colorful piece of paper.

When there’s an acting head, it usually means some additional work on the staff side.

## External Reviewer Packet

Section 2, Section 3, Section 4, and Section 5 along with a representative set of work.

There is no required number of items; first go with the best practices of the unit, then look at the impact of the materials you’d like to include.

Electronic and physical copies are ok. The UA accounts for Google Drive and Box are secure.

## Section 1

## Section 2

Workload: Analytics is the first stop but take into account course releases for the first semester at UA, any leaves, TADAs, etc…

## Section 3

## Section 4

Mika and I HAVE to see CV’s before the packets go out to reviewers.

Chronological order or reverse chronological order—either is ok but the whole document needs to follow the same format.

## Section 5

## Section 6

## Section 7

TCE—please check that TCEs are consistently landscape or portrait.

Only one peer evaluation of teaching is required, but you can have more than one! Use the best departmental practice.

## Section 8

Ask your faculty if they are doing/need to do this section before they take off for the summer!

## Section 9

GIDP: A letter from the GIDP Head is nice, not required, if the faculty member has a significant amount of effort in the unit.

Ask your faculty if they are doing/need to do this section before they take off for the summer!

## Section 10

Head of the Committee should reach out to external letter writers *and* collaborator letter writers.

Do the Section 10 worksheet almost last.

## Section 11

The Head should address two votes: one from the faculty vote and one from the Departmental P&T Committee. In that address, if there is a minority vote, the HD needs to explain the rationale of the minority position.