

**Secretariat**

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**GUIDELINES FOR ELECTRONIC SUBMISSION OF TENURE DOSSIERS 2017-2018**

As per the regulations, tenure candidates must submit their internal package and external package [to Bonnie Borenstein, Regulatory Officer, Secretariat] by September 1 (7.12.2 Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff/ 3.35 of Regulations Relating to the Employment of Librarian Staff).

As with all tenure materials, internal and external packages must be submitted in electronic format.

**Internal Packages**

Candidates submit one copy of their internal package in electronic format, preferably on a USB drive, using the file format and naming convention described in tables 1.1 and 1.2 below. Alternatively, the submission can be made on CD or DVD.

Additional materials include items such as articles, books and performances. They may be submitted in electronic format. For any hardcopy materials, four copies should be submitted to Bonnie Borenstein at the address in the heading above.

All documents included in the internal package must be in a subfolder clearly entitled "Internal package". The following tables indicate the preferred file formats and naming conventions for standard package components. Please avoid adding electronic folders other than those specified below.

**Table 1.1 Academic Staff: Internal Package**

| Dossier Component               | Format     | File Name   |
|---------------------------------|------------|---|
| Table of Contents               | <b>PDF</b> | 01_int_FirstnameLastname_tableofcontents  |
| Curriculum Vitae                | <b>PDF</b> | 02_int_FirstnameLastname_cv   |
| Personal Statement              | <b>PDF</b> | 03_int_FirstnameLastname_personalstatement  |
| Teaching Portfolio              | <b>PDF</b> | 04_int_FirstnameLastname_teaching   |
| Record of Research              | <b>PDF</b> | 05_int_FirstnameLastname_research   |
| Record of General Contributions | <b>PDF</b> | 06_int_FirstnameLastname_service  |
| Appendices                      | <b>PDF</b> | 07_int_FirstnameLastname_appendix-1<br><br>If there is more than one file, please number them sequentially. For example:<br><br>08_int_FirstnameLastname_appendix-2   |
| Additional Materials            | <b>PDF</b> | Please begin with the next sequential number. For example:<br><br>09_int_FirstnameLastname_additionalmaterials-date<br><br>If there is more than one file, please number them sequentially. For example:<br><br>10_int_FirstnameLastname_additionalmaterials-date<br>11_int_FirstnameLastname_additionalmaterials-date, etc.<br><br>You may also include as part of the file name whether the file contains additional materials for "teaching", "research" or "service". |

You may choose instead to organize your appendices to be at the end of the dossier submission, keeping with the naming convention described above, but changing the numbering scheme so that the files will be ordered differently.

In the course of consideration for tenure, your dossier will be downloaded for review by a number of reviewers, including UTC and DTC members. It is the strong preference of some of the reviewers to view the dossier as a single file. Accordingly, we ask that you include a consolidated file of your entire dossier entitled "int\_FirstnameLastname \_entire\_dossier". This consolidated file should therefore include all of the information that you are providing in all of the separate files.

Note that the Table of Contents feature in Adobe cannot be read by all reviewers and should not be used.

**Adding supplemental information to internal packages after initial submission and until November 15**

As provided for in the regulations, a candidate may, under specific circumstances, submit new material to the Secretariat after the initial submission, and by November 15. The material will be added to the internal package (7.13 to 7.15.2 of the Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff).

It is the responsibility of:

- **Candidates** to ensure that any material they add to their package is submitted in electronic format to the Secretariat as well as to the Chair of the appropriate committee (Departmental/Library and University Tenure Committees);
- **Chairs of the Departmental/Library and University Tenure Committees** to ensure that any material they add to a candidate's package is submitted in electronic format to the Secretariat, with a copy to the candidate.

Submissions to the Secretariat must be made electronically. These submissions should be sent as PDF attachments to [tenure.secretariat@mcgill.ca](mailto:tenure.secretariat@mcgill.ca), or, alternatively, if they are large in size, submitted to Bonnie Borenstein, in PDF format, on a USB drive.

**Adding supplemental information to internal packages after November 15, at the request of the DTC, UTC or the Principal**

As per article 7.15.1 and 7.15.2 of the Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff, after November 15 of the year of tenure consideration, at the request of the DTC, the UTC or the Principal, new evidence relating to any category of Academic Duties may be submitted by the candidate, but only to clarify an issue that arises during the course of the deliberations. The candidate shall file with the Secretariat a copy of all additional material submitted, which shall be included in the tenure dossier.

Submissions to the Secretariat must be made electronically. These submissions should be sent as PDF attachments to [tenure.secretariat@mcgill.ca](mailto:tenure.secretariat@mcgill.ca), or, alternatively, if they are large in size, submitted to Bonnie Borenstein, in PDF format, on a USB drive.

**Table 1.2 Librarians: Internal Package**

| Dossier Component   | Format | File Name   |
|---|--------|---|
| Table of Contents   | PDF    | 01_int_FirstnameLastname_tableofcontents  |
| Curriculum Vitae  | PDF    | 02_int_FirstnameLastname_cv   |
| Personal Statement  | PDF    | 03_int_FirstnameLastname_personalstatement  |
| Position Responsibilities   | PDF    | 04_int_FirstnameLastname_position   |
| Annual Performance Recognition Reports                                      | PDF    | 05_int_FirstnameLastname_performance reviews  |
| Record of Professional and Scholarly Activities                             | PDF    | 06_int_FirstnameLastname_professional&scholarlyactivities   |
| Record of Other Contributions   | PDF    | 07_int_FirstnameLastname_othercontributions   |
| Appendices  | PDF    | 08_int_FirstnameLastname_appendix-1<br><br>If there is more than one file, please number them sequentially. For example:<br><br>09_int_FirstnameLastname_appendix-2                             |
| Additional Materials (including a portfolio of teaching activities, if any) | PDF    | Please begin with the next sequential number. For example:<br><br>10_int_FirstnameLastname_additionalmaterials-date<br><br>If there is more than one file, please number them sequentially. For |

|  |   |
|--|---|
|  | example:<br><br>11_int_FirstnameLastname_additionalmaterials-date<br>12_int_FirstnameLastname_additionalmaterials-date, etc.<br><br>You may also include as part of the file name whether the file contains additional materials for ‘responsibilities’, “scholarly activities” or “service”. |
|--|---|

You may choose instead to organize your appendices to be at the end of the dossier submission, keeping with the naming convention described above, but changing the numbering scheme so that the files will be ordered differently.

In the course of consideration for tenure, your dossier will be downloaded for review by a number of reviewers, including UTC and LTC members. It is the strong preference of some of the reviewers to view the dossier as a single file. Accordingly, we ask that you include a consolidated file of your entire dossier entitled “int\_FirstnameLastname \_entire\_dossier”. This consolidated file should therefore include all of the information that you are providing in all of the separate files.

Note that the Table of Contents feature in Adobe cannot be read by all reviewers and should not be used.

**Adding supplemental information to internal packages after initial submission and until November 15**

As provided for in the regulations, a candidate may, under specific circumstances, submit new material to the Secretariat after the initial submission, and by November 15. The material will be added to the internal package (3.38 to 3.39.2 of the *Regulations Relating to the Employment of Librarian Staff*).

It is the responsibility of:

- **Candidates** to ensure that any material they add to their package is submitted in electronic format to the Secretariat as well as to the Chair of the appropriate committee (Departmental/Library and University Tenure Committees);
- **Chairs of the Departmental/Library and University Tenure Committees** to ensure that any material they add to a candidate's package is submitted in electronic format to the Secretariat, with a copy to the candidate.

Submissions to the Secretariat must be made electronically. These submissions should be sent as PDF attachments to [tenure.secretariat@mcgill.ca](mailto:tenure.secretariat@mcgill.ca), or, alternatively, if they are large in size, submitted to Bonnie Borenstein, in PDF format, on a USB drive.

**Adding supplemental information to internal packages after November 15, at the request of the LTC, UTC or the Principal**

As per article 3.39.2 and 3.39.3 of the *Regulations Relating to the Employment of Librarian Staff*, after November 15 of the year of consideration, at the request of the Library Tenure Committee, the University Tenure Committee or the Principal or her or his delegate, new evidence relating to any category of academic duties may be submitted by the candidate, but only to clarify an issue that arises during the course of the deliberations. The candidate shall file with the Secretariat a copy of all additional materials.

Submissions to the Secretariat must be made electronically. These submissions should be sent as PDF attachments to [tenure.secretariat@mcgill.ca](mailto:tenure.secretariat@mcgill.ca), or, alternatively, if they are large in size, submitted to Bonnie Borenstein, in PDF format, on a USB drive.

**External Packages**

It is preferable for the candidate to submit the external package to the Secretariat on the same USB drive (CD/DVD) as the internal package, in a separate subfolder clearly named “external” which contains a complete external package.

The following tables (2.1 and 2.2) indicate the preferred file formats and naming conventions for standard package components. Please avoid adding electronic folders other than those specified below.

**Tables 2.1 Academic Staff: External Package**

| Dossier Component  | Format | File Name                                  |
|--------------------|--------|--|
| Table of Contents  | PDF    | 01_ext_FirstnameLastname_tableofcontents   |
| Curriculum Vitae   | PDF    | 02_ext_FirstnameLastname_cv                |
| Personal Statement | PDF    | 03_ext_FirstnameLastname_personalstatement |
| Record of Research | PDF    | 04_ext_FirstnameLastname_research          |

|                                 |            |   |
|---------------------------------|------------|---|
| Record of General Contributions | <b>PDF</b> | 05_ext_FirstnameLastname_service  |
| Appendices                      | <b>PDF</b> | 06_ext_FirstnameLastname_appendix-1<br>07_ext_FirstnameLastname_appendix-2  |
| Additional Material             | <b>PDF</b> | 08_ext_FirstnameLastname_additionalmaterial-date, etc.<br><br>You may also include as part of the file name whether the file contains additional information for “research” or “service”. |

Candidates **must** ensure that **total size** of their **external package** is **less than 10MB** in order to enable efficient electronic transfer to external evaluators. Email servers may limit the size of the files that can be received. Files under 10MB typically transmit without any technical issues; however, *this is not a guaranteed and the Secretariat may ask candidates to reduce their file sizes further.*

It is highly recommended that candidates save their PDF documents in “reduced size” PDF format.

## **Tables 2.1 Librarians: External Package**

| <b>Dossier Component</b>                                       | <b>Format</b> | <b>File Name</b>   |
|--|---------------|--|
| Table of Contents  | <b>PDF</b>    | 01_ext_FirstnameLastname_tableofcontents   |
| Curriculum Vitae   | <b>PDF</b>    | 02_ext_FirstnameLastname_cv  |
| Personal Statement   | <b>PDF</b>    | 03_ext_FirstnameLastname_personalstatement   |
| Position Responsibilities                                      | <b>PDF</b>    | 04_ext_FirstnameLastname_position  |
| Record of Professional and Scholarly Activities                | <b>PDF</b>    | 05_ext_FirstnameLastname_professional&scholarlyactivities  |
| Record of other contributions                                  | <b>PDF</b>    | 06_ext_FirstnameLastname_othercontributions  |
| Appendices   | <b>PDF</b>    | 07_ext_FirstnameLastname_appendix-1<br>08_ext_FirstnameLastname_appendix-2   |
| Additional Material (excluding the teaching portfolio, if any) | <b>PDF</b>    | 09_ext_FirstnameLastname_additionalmaterials-date, etc.<br><br>You may also include as part of the file name whether the file contains additional materials for ‘responsibilities’, “scholarly activities” or “service”. |

Candidates **must** ensure that **total size** of their **external package** is **less than 10MB** in order to enable efficient electronic transfer to external evaluators. Email servers may limit the size of the files that can be received. Files under 10MB typically transmit without any technical issues; however, *this is not a guaranteed and the Secretariat may ask candidates to reduce their file sizes further.*

It is highly recommended that candidates save their PDF documents in “reduced size” PDF format.

## **About Confidentiality**

A secure repository is used by Secretariat to manage tenure packages for the tenure committee members. Access to, and use of, this password-protected site is restricted to authorized users only, including the members of each Departmental/ Library Tenure Committee and for each University Tenure Committee and their designated administrative staff. The authorized users agree that the documents and the information contained therein will be treated with the utmost confidentiality and with due respect of the applicant's privacy. The use or handling of any part of the information is restricted to the authorized user.