

**School of Public Health and Health Professions**  
**Dossier Assembly and Timetable for Submission of Promotion and Tenure**  
**Material**

**DOSSIERS: Deadline Dates**

Deadline dates for submission of dossiers to the Provost's Office are as follows:

**Promotion to Full Professor**

- October 1 for promotions effective July 1 of the following year
  - SPHHP Promotion and Tenure Committee reviews these cases no later than the last week of August
- December 1 for promotions effective September 1 of the following year
  - SPHHP Promotion and Tenure Committee reviews these cases no later than the last week of October.
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**Continuing Appointment/Promotion to Associate Professor**

- October 1 for promotions effective January 1 of the following year
  - SPHHP Promotion and Tenure Committee reviews these cases no later than the last week of August
- March 1 for promotions effective July 1
- March 15 for promotions effective September 1
  - SPHHP Promotion and Tenure Committee reviews March deadline cases in the first three weeks of January.

**What happens with continuing appointment/promotion of faculty appointed at odd times of year?**

Notify the Dean's representative responsible for faculty promotion and tenure no less than one year prior to the candidate's 6<sup>th</sup> tenure track year. The following rules (with example) hold:

Faculty with odd appointment dates (Example: January 25<sup>th</sup>) still follow the same rules; they would come up in the sixth year (or earlier if ready). Faculty cannot be in the unqualified rank for more than 7 years without getting continuing appointment. For someone who starts in January, this just means that their tenure case should be presented in the fall semester, rather than the

spring semester, so that if they were denied, they would still have a full 12 months notice. The UUP contract requires 12 months notice of non-renewal for employees with more than 2 years service, regardless of their start date. So, assume the faculty member starts on January 25 2011; January 25, 2017 is the beginning of their sixth year, and they would have a contract scheduled to expire on January 24, 2018, at the end of a full 7 years. You would have to put the individual up for promotion and tenure in Fall 2017 (or earlier) -- meaning that it would have to come before the PRB with enough time for final decision by the President before January 2018. This means that the work of soliciting evaluation letters and preparing the dossier would have to start toward the end of the previous spring semester, so that the department and school can vote early in the fall semester. If the person were denied tenure, the one-year notice of non-renewal would have to be provided no later than January 24, 2018.

### **Notes for dossier development for review at the School level:**

- Candidates and the Chair should review information available on the SPHHP website at:  
[http://sphhp.buffalo.edu/faculty\\_affairs/index.php](http://sphhp.buffalo.edu/faculty_affairs/index.php)
- Detailed criteria for dossier preparation is available in the [Faculty/Staff Handbook, Section III.A](#)
- Normally the minimal time for the external evaluators to review the materials and submit their letter of evaluation is 30 days. In instances where a book or book manuscript is to be evaluated, some additional time should be allowed.

**Dossier Questions SPHHP Review:** Any questions regarding preparation of dossiers for SPHHP review can be addressed to Scott White, Associate Dean for Faculty Affairs, 829-6780, [swhite@buffalo.edu](mailto:swhite@buffalo.edu) or Barbara Putzig, 829-6773, [putzig@buffalo.edu](mailto:putzig@buffalo.edu).

**Dossier Questions UB PRB Review:** Any questions that cannot be answered at the School level regarding the PRB or the preparation of dossiers can be addressed to Patricia Carey, Assistant Vice Provost for Faculty Affairs and Assistant to the Chair of the President's Review Board, 645-2995 or [pec@buffalo.edu](mailto:pec@buffalo.edu).

**Dossier Assembly:** Following are some points to remember when assembling the dossier for submission to the Provost's office:

- an original + 11 copies of the dossier are required
- insert colored divider sheets between each section of the dossier
- **do not** staple or paperclip any sections of the dossier or have it bound in any way--use large paper clips or rubber bands to secure all copies
- **do not** place any documents (Dean's letter, Chair's letter, etc.) in the non-confidential section of the dossier that contain names of external reviewers who have not given permission for the candidate to see their letters. If you choose to cite these reviewers or

their comments, you must place a redacted copy of your letter with all identities deleted in the non-confidential section, since this is available for the candidate to review.

- **do not** include full cv's for the external reviewers--a short bio is sufficient
- **do not** include copies of articles/publications within the dossier--only one copy is required as supplemental information
- all supplemental materials accompanying the dossier should (in total) be able to fit in the size of a manila folder box (2-1/4"h x 9-1/2"w x 12")