Secretariat

845 Sherbrooke Street West, Room 313, Montreal, QC H3A 0G4
Telephone: (514) 398-1568 Fax: (514)-398-4758

GUIDELINES FOR ELECTRONIC SUBMISSION OF TENURE DOSSIERS 2015-2016

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/

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 November 15 falls on a Sunday, the deadline will be November 16, 2015.

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, or, alternatively, if they are large in size, submitted to Bonnie Borenstein on a USB drive.

Adding supplemental information to internal packages after Novemb ____ er 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, or, alternatively, if they are large in size, submitted to Bonnie Borenstein on a USB drive.

Librarian Staff (1.2)

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
Scho   1 ttvi3(as PDF att3co 1 Tf)c78 .48001 21.6 re f 476.76 261.78 .48001 21.6 p3(nv.6 p84423orts)]TJ /TT6 1 Tf 10.001.5(ubm.7(2827) -.7J 1p29(

Published at

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.

Librarian Staff (2.2)

Dossier Component	Format	File Name
Table of Contents	PDF	00_ext_FirstnameLastname_tableofcontents
Curriculum Vitae	PDF	01_ext_FirstnameLastname_cv
Personal Statement	PDF	02_ext_FirstnameLastname_personalstatement
Position Responsibilities	PDF	03_ext_FirstnameLastname_position
Record of Professional and Scholarly Activities	PDF	04_ext_FirstnameLastname_professional&scholarlyactivities
Record of other contributions	PDF	05_ext_FirstnameLastname_othercontributions
Appendices	PDF	06_ext_FirstnameLastname_appendix-1 07_ext_FirstnameLastname_appendix-2
Additional Material (excluding the teaching portfolio, if any)	PDF	08_ext_FirstnameLastname_additionalmaterials-date, etc.

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 support 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.