

Secretariat

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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, or, alternatively, if they are large in size, submitted to Bonnie Borenstein 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, or, alternatively, if they are large in size, submitted to Bonnie Borenstein 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 If there is more than one file, please number them sequentially: 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: 10_int_FirstnameLastname_additionalmaterials-date If there is more than one file, please number them sequentially: 11_int_FirstnameLastname_additionalmaterials-date 12_int_FirstnameLastname_additionalmaterials-date, etc. You may also include as pa.7 (i)- Tm ()Tj ET EMC Q BT /P <</ 7 (hem)-5hem sequentially:

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

