



**PROMOTION AND TENURE GUIDELINES
2021-2022**

PART IV

**INSTRUCTIONS FOR HOW TO PREPARE THE
ELECTRONIC FILE AND SUBMISSION OF DOSSIER FORMS**

(TENURE AND NON-TENURE TRACKS)

- COLLEGE OF MEDICINE -

This part of the guidelines contains the instructions on how to use, complete and submit the dossier forms for Promotion and Tenure.

Requests for further information and explanation regarding promotion and tenure policies should be directed toward Gillian Coombs | gcoombs@uic.edu in the COM Office for Faculty Affairs. Questions about procedures and instructions for the corresponding forms may be directed toward Rita Pacini | pacinirm@uic.edu, or Rosa Setterstrom | rosalbaa@uic.edu.

GUIDELINES FOR PREPARING THE ELECTRONIC FILE OF THE P&T DOSSIER

The following guidelines provide a general overview to P&T Candidates, Dossier Preparers, the Unit Level, and the College Level, of the steps needed to prepare the electronic file of the P&T Dossier Forms. Dossiers are now meant to be electronic only, and no paper hard copies need to be produced or submitted. Candidates should submit their Dossier Forms to their UEO/Dossier Preparer as a Microsoft Word file, and the unit should further complete the Word file, and create PDFs of the external documents and signature pages. Microsoft Office and Adobe Acrobat Pro (PDF) software can be downloaded through the University of Illinois web store: <https://webstore.illinois.edu/shop/>.

The College Level will be responsible for entering any information left for the Word file, creating the final PDF of the dossier, and inserting external PDFs provided by the unit into the appropriate sections. The College Level will also be responsible for the completion and submission of the Dossier PDF through Blackboard for University Level review.

Instructions for the Unit Level:

1. Locate and download the appropriate forms from

<https://medicine.uic.edu/office-faculty-affairs/promotions-and-new-appointments/>

Save each form with the following naming convention: Candidate's Last Name Dossier 20-21 (e.g. Jones Dossier 20-21). Each time dossier forms are needed for a new candidate they should be downloaded directly from this webpage. This will prevent the use of outdated forms that are not supported by the University or College Level.

2. Working from the saved file of the forms, enter the required data. Do not delete, edit, or in any way manipulate the headings, page numbers or content already contained in the forms. The Word file should contain all the information that can be typed or copied and pasted from other documents. All other required information (Norms and Criteria, External Evaluations, etc.) must be kept separate from the Word file, and provided as PDFs.
3. All required signature lines, throughout the Dossier Forms, should be signed by adding electronic signatures. A clear image, of the appropriate electronic signature, should be added to the appropriate signature lines contained in the Dossier Forms.
4. Once you are finished typing in all the data into the Word file you must update your table of contents.

Instructions to update the "Table of Contents":

- Move cursor anywhere over the table of contents area on page 5 or 6
- Right click the mouse to show the pop-up menu
- Select "Update Field"
- Select the radio button for "Update entire table"
- The Table of Contents should be updated at the very end when all the required data has been entered into the Word file. This will update the interactive Table of Contents in the Word file and convert over when the college creates the PDF. It is very important that no headings, page numbers or content be deleted or edited, as the table of contents is designed to be interactive.

- Test if the Table of Contents are functioning correctly in the Word file by pressing and holding the “Ctrl” key on the keyboard, and using the mouse to click on a few different sections and sub-sections. If functioning correctly, it should navigate to the appropriate section/sub-section in the Word file.
- For any external information and pages that require signatures, please scan those separately once complete. The college will insert the PDFs of external information and signed originals into the final converted PDF dossier. It is helpful if your PDFs are scanned in batches, e.g., external referee letters, letters of support, letters from former trainees, signature pages.

5. You will need to provide the following documents when submitting to COM Office of Faculty Affairs:

- Paper Preparer’s Checklist – electronic submission as PDF
- Information Summary Form - electronic submission in Word
- P&T dossier forms – electronic submission of dossier form in Word and PDFs of all external documents and signature pages
- Candidate’s current CV – electronic submission as Word doc or pdf
- 3 recent publications – electronic submission as PDFs