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**Guideline for Supplementing the Dossier After Submission**

Relevant policy:

**FSH 3500 D-3. Submission of Dossier.**

**a. Deadline for Submission.** A candidate’s dossier in support of tenure and/or promotion, containing all of the materials described in section A, must be submitted to the unit administrator either prior to the beginning of the semester in which the review is scheduled to begin or prior to the submission of the candidate’s materials to the external reviewers, whichever is earlier. In the event a unit administrator fails to provide materials within the timeline referenced in D-2 above, the candidate’s deadline for submission shall extend to ten days after the provision of materials by the unit administrator.

**1.** External peer reviews need not be submitted as part of the dossier prior to the deadline, but must be received, if required, prior to any consideration of the dossier.

**2.** The dossier may be supplemented with scholarship or creative accomplishments occurring after submission. Supplementation must be made pursuant to the provost’s administrative guidance.

**b. Finalization of Dossier.** Submission is final when the faculty member has signed a dossier submission form and provided the signed form to the unit administrator. Other than supplementation provided in D-3.a herein, the dossier is final when submitted and may not be supplemented or altered after submission.

Guidelines:

* The CV may not be altered after submission.
* To add new (after submission) accomplishments to the dossier, the faculty member may highlight these achievements in the optional Written Response to the unit level reports or college level reports:

**FSH 3500 E-3.b. Transmission of Reports to the Candidate and Written Response.**The unit administrator shall provide the candidate with copies of the unit administrator’s report and the report of the unit promotion and tenure committee. The candidate may provide a written response to the reports within five business days after receiving the reports.

**FSH 3500 F-4. Transmission of Reports to Candidate and Written Response.**The dean shall provide the candidate with copies of the dean’s report and the college promotion and tenure committee report. The candidate may provide a written response to the reports within five business days after receiving the reports.