

Tenure and Promotion Handbook
Faculty Manual §4.VII.E:
Confidentiality Considerations

The dossier shall contain only the documents described below...Except where otherwise provided below, the documents in the dossier are strictly confidential and, except when authorized by the Dean of the College, or in the event of an appeal by the candidate, the documents in the dossier shall be shared only with the initiator(s) of the candidacy, the candidate's associate dean(s), the Dean of the College, the members of the Tenure and Promotion Committee, the President, and the Board of Regents.

Access to the contents of the dossier:

1. As indicated in the above *Faculty Manual* section, only the following individuals are normally authorized to review the completed dossier, except in unusual circumstances (e.g., an appeal):
 - The initiator
 - The candidate's Associate Dean
 - The Dean of the College
 - Members of the Tenure and Promotion Committee
 - The President
 - Members of the Board of Regents

In appeals procedures, with the consent of the candidate, the Faculty Review Committee may also have access to the completed dossier (*Faculty Manual* 4.XI.E.2). With the exceptions noted below, each individual item within the dossier should also be treated as strictly confidential.

2. The *Manual* also indicates that some individuals have access to specific items in the dossier, in order to prepare their own contributions to the dossier. For example, the tenured members of the department and the candidate's student committee have access to the individually-completed student review of teaching questionnaires. The Tenure and Promotion Handbook identifies the individuals with access to each item in the dossier.
3. Some items in the dossier are not confidential. These include:
 - The department's Statement on Significant Scholarly/Artistic Work
 - The candidate's CV

In addition, a candidate may elect to share his or her professional statement with colleagues outside the department for advice and feedback on its contents.

Confidentiality in an initiator's discussions with the candidate:

The *Faculty Manual* indicates that initiator(s) of a candidacy shall “confer regularly with the candidate about the progress of the compilation and the general nature of the material, while keeping the names of individuals who have contributed to the dossier and the precise nature of the contributions confidential” (Section 4.VII.D). In addition, once the dossier has been completed, the Associate Dean meets with the candidate in early December to help the candidate prepare for his or her meeting with the Tenure and Promotion Committee. At this meeting, the Associate Dean is to “inform the candidate, in a general way, of the contents of the dossier, keeping the names of individuals who have contributed to the dossier and the precise nature of the contributions confidential” (Section 4.VII.H).

In light of these parameters, initiators are encouraged to apprise candidates of the overall portrait of their professional strengths and weaknesses as that portrait emerges throughout the compilation of the dossier. These conversations are important to the candidate's morale during the review process and to his or her preparation for the interview with the Tenure and Promotion Committee. However, both the initiator and the Associate Dean must take care to maintain the confidentiality of specific contributions to the dossier. While they can and should discuss the aggregate contents of the dossier in summary fashion, they must not identify the contributors to the dossier nor associate specific findings or statements with specific individuals.