

File Preparation Committee Tip Sheet

To be read in conjunction with the *Tenure and Promotions Policy, Criteria and Procedures*, section F.3.1.

Expectations of Members of the File Preparation Committee

File preparation is critical to a proper and fair consideration and decision of a tenure and promotion case. Members of the File Preparation Committee are expected to:

- Be well-versed in unit and University policy and procedures.
- Begin file preparation by February 1 to meet Policy deadlines.
- Work closely with the candidate to compile a file that fairly and accurately documents his or her academic career (CV format, referee selection, work sent for review, etc).

Documenting Teaching

Referees should be experienced teachers broadly familiar with the field. Ideally, classroom evaluations should be conducted between February and mid-March (before end-of-term presentations). Referees receive course syllabi but they need not be included in the file.

- Solicit comment from randomly selected students and students identified by the candidate before they disperse for the summer.
- Provide summary and comparative data (department and Faculty means).
- Unsigned student comments are not permitted.

Documenting Professional Contribution and Standing

- Ensure referees are external to York and at arm's length from the candidate - no co-authors, collaborators, dissertation supervisor(s) or close colleagues within the field.
- Solicit comment from co-authors/co-investigators on candidate's contribution to joint work.
- Include published reviews of work and citation count summaries (where applicable).
- Where there is an obvious split in recommendations among the referees, consider soliciting additional assessments.
- Do not include copies of scholarly work in the file.

Documenting Service

- Adequately document candidate's service. Normally only three referees are necessary.

Joint appointments

- The File Preparation Committee should include a faculty member from the second unit.
- The evidence in the file must be representative of the person's activities in both units, and should, to the degree appropriate, take into account the standards articulated by both units.

File Preparation Committee Commentary

An effective FPC commentary includes:

- List of referees in each area, noting which were suggested by the candidate
- Autobiographical information for each Professional Contribution & Standing referee
- A description of how the referee lists were drawn up
- Pertinent information concerning unusual disciplinary norms
- Pertinent information concerning classes assessed, e.g. were they compulsory, inherently controversial, traditionally challenging for students
- Any special circumstances (unusual career path, leaves, fellowships or sabbaticals) that might have affected the candidate's career