

USC Viterbi

School of Engineering

2020-2021 Appointment, Promotion, and Tenure Dossier

Best Practices Checklist

- The dossier contains all of the applicable elements identified on the UCAPT Checklist for Dossier Preparation. The checklist is available at <https://policy.usc.edu/files/2017/04/Appendix-UCAPT.pdf>
- Each of the dossier's sections is its own PDF. In other words, there is a separate PDF combining all documents according to section: Recommendation for Appointment Form or Recommendation for Promotion Form; Section 1-A Administrative and Faculty Assessments; Section 1-B Quantitative Data; 2 – CV; etc.
 - For Tenure and Tenure-Track dossiers, there will be a total of 10 PDF making up the dossier.
 - For RTPC dossiers, there will be up to 7 PDF making up the dossier (page 45, VSoE APT Guidelines).
- Each pertinent document within the PDF is bookmarked according to the headings (in bold) in the UCAPT Checklist for Dossier Preparation. See <https://helpx.adobe.com/indesign/using/bookmarks.html> for help on creating bookmarks.
- The files making up the dossier are delivered using a USC-approved shared drive (e.g., MSN SharePoint; Google drive; Dropbox).
- For dossiers due in Fall 2020, no hard copy is needed or requested.

Resources:

- UCAPT Manual: <https://policy.usc.edu/faculty/appointments-promotions-tenure-ucapt-manual/>
- VSoE APT Guidelines: <https://viterbischool.usc.edu/faculty/> (see section labeled “Policies”)
- Recommendation for Appointment Form: <https://vfa.usc.edu/forms/> (see section labeled “Appointments”)
- Recommendation for Promotion Form: <https://vfa.usc.edu/forms/> (see section labeled “Appointments”)
- Referee Chart Template: <https://vfa.usc.edu/forms/> (see section labeled “APT”)
- Template Cohort Comparison Table: <https://vfa.usc.edu/forms/> (see section labeled “APT”)
- APT Dossier Preparation Workshop Presentation (Office of the Provost): https://vfa.usc.edu/faculty_employment/promotion-and-tenure-review/