*Tip-Sheet for DPC Chairs Preparing Tenure Files*

**General**
- CV, AFRs and personal statement must match exactly. If there are discrepancies, the personal statement will need to explain them, including status of items, titles, etc. References in DPC and Chair's reports should also be reconciled with the candidate's materials for a consistent file.

**Research, Scholarship and Creative Activity**
- The Redbook (6.4e) states that external evaluators' professional standing must be described. It is recommended that this description also enable internal reviewers to see that the evaluators are not "too close" to the candidate.
- References to external reviewers of scholarship in DPC reports should not include details that make it possible to identify them through listings in the Table of Contents. A number system can be used to maintain anonymity.
- In cases of co-authorship, the candidate and DPC should define the division of labor. A note from the co-author regarding the division of labor may be a useful supplement. This recommendation is especially relevant for disciplines where co-authorship is not as conventional as sole authorship.
- The status of a work, eg. accepted, accepted pending revision, forthcoming, etc. should be clearly delineated on the cv . When a work is not yet published, documentation of its status by a relevant editor is also recommended.
- Where there may be some question of a work's status as peer-reviewed, clarification by an editor is recommended.
- Non-traditional scholarship that is listed should be included in some form; claims about this and all other scholarship should be documented.

**Teaching**
- Where there have been teaching problems or weaknesses, the candidate and committee are advised to address them not avoid them, including a description of the actions taken to improve one's teaching.
- DPC reports should include quantification of student ratings of instructor and course.  Comparative statistics, if available, are desirable.
- The teaching load reported to external evaluators should be stated by DPC.