

Process Guide for Addenda for Fixed-Term Academic Personnel

(non-tenure-eligible faculty and non-continuing-status-eligible academic professionals going up for promotion)

For all stages, do not lock documents. Do not use Adobe Sign, Adobe Certificate, DocuSign, or cursive fonts to sign forms or letters. The JPEG of an original signature is accepted.

I. Correct use of addenda in fixed-term cases. Addenda in fixed-term cases may only be used for the following kinds of materials.

1. **Required materials.** Materials *required* by the unit or college/University Libraries bylaws which don't fit into another section. See section II below for instructions on how to put together an addendum section for materials required by college bylaws.
2. **Revised materials.** Certain revised materials submitted after the original submission date. Only materials which have been revised *for purposes of clarity and accuracy* will be accepted for fixed-term cases; brand new information will not be accepted. For example, it is permissible to use the addendum to revise the incorrect start date on a CV, however, it is not permissible to use the addendum to submit a CV which lists new publications. Those on fixed-term appointments should have their cases intact prior to making application, as there is no "up or out" pressure with fixed-term promotion cases. See section III below for instructions on how to put together an addendum section for revised materials.

II. Submitting materials required by college bylaws. As an example, in fixed-term cases, external letters of commendation are not required at the university level for promotion cases. However, if the college bylaws require them, please include them in the portfolio in the addendum section.

- a. Fill out the [Confirmation of Addendum Materials – Fixed Term](#) form and save as a PDF. Make sure you are using the correct addendum form (i.e. not the one for tenure-track faculty and continuing-track academic professionals).
- b. The [Confirmation of Addendum Materials – Fixed Term](#) form will become the first page of the addendum section of the portfolio.
- c. Use bookmarks as appropriate, for example, bookmark each letter separately.
- d. If needed, as in the case of CVs for external letters, you can create an additional section 12.

III. Submitting revised materials for the purpose of clarity/accuracy. In this section, we will consider a case in which an error was found on a CV after the recommendation letters had been written by the unit committee and the chair/director or unit administrator. Please note that adding details about a new publication, for example, is considered new information and not a revision of the CV or other portfolio materials.

Step 1. The original document. While the original document with the error should be left in the portfolio, if it is inaccurate at the time it is submitted, it requires markup.

- a. Leave the original document with the error in its original portfolio section. For example, if a CV has an error, leave the original CV in the CV section.
- b. Do not cross out or otherwise obscure the error on the CV. Anything which has already been seen by one or more levels of review must remain in the portfolio.
- c. Highlight the error in **yellow**.
- d. Type a brief note in **red font** near the error which states what the error is and direct the reader to the addendum section. For example, the note might say "See the CV in the addendum section where the start date for this rank has been corrected." The note should be on the same page where the error is found; do not attach additional pages.

Step 2. The revised document/addendum section.

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- e. Fill out the [Confirmation of Addendum Materials – Fixed Term](#) form and save as a PDF. Make sure you are using the correct addendum form (i.e. not the one for tenure-track faculty and continuing-track academic professionals).
- f. The *Confirmation of Addendum Materials – Fixed Term* form will become the first page of the addendum section of the portfolio.
- g. Add the revised document to the PDF.
- h. Make sure the date in the “When?” column makes sense. In our example case, the date when the document was added to the portfolio must be *after* the two original internal letters (by the unit committee and the chair/director or unit administrator) were written.
- i. Add page numbers to the addendum document before it is added to the portfolio.

Step 3. Secondary letters. After reviewing the addendum section, reviewers write brief letters which state whether the information in the revised document changes their minds about their original recommendation.

1. These additional (secondary) letters are not an opportunity to rehash, rewrite or repeat things in the original letters. The secondary letters are brand new letters which must consider information which was not available at the time the first letters were written. Example verbiage from a secondary letter from a unit chair/director or unit administrator: “I have reviewed the updated CV, and I still recommend promotion to teaching professor,” or “I have reviewed the updated CV, and since the candidate has been at rank for much less time than I had thought, I hereby change my recommendation to denial of promotion to teaching professor.”
2. The secondary letters are dated after the first letters, as well as after the date when the revised CV was added.
3. The secondary letters are added to the portfolio in the internal letters section. The secondary letter by the chair/director or unit administrator, for example, is added in the internal letters section immediately after the original chair/director or unit administrator letter.
4. Bookmarks are added for the secondary letters. As with all bookmarks, please make them as brief as possible for quick reference.

Step 4. Request for Academic Personnel Action form. The *Request for Academic Personnel Action – Fixed-term Promotion (APA)* form must be revised to match the recommendations in the *secondary* internal letters.

- a. If a review level’s recommendation has changed, make sure that is changed on the form.
- b. Even if the recommendations of the reviewers remain the same, the dates of their recommendations on the APA form must change to match the secondary letters.
- c. The revised APA form replaces the original APA form in the Academic Personnel Action section of the portfolio.

Step 5. Portfolio. The revised portfolio is now ready to go on to the next level of review. In our example case, it will go next to the college/University Libraries committee for review.