

# Process Guide for Addenda for On-track Faculty and Academic Professionals

(tenure-eligible faculty, tenured faculty, continuing-status-eligible academic professionals, and academic professionals with continuing status)

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.

For the purposes of this process guide “on-track” will refer to tenure-eligible faculty, tenured faculty, continuing-status-eligible academic professionals, and academic professionals with continuing status.

**I. Correct use of addenda in on-track cases.** Addenda in on-track cases may only be used for the following kinds of materials and ranks.

1. **Required materials.** Materials *required* by the unit or college/University Library bylaws which don't fit into another section.
2. **Revised materials.** Materials which have been revised *for purposes of clarity and accuracy*. For example, it is permissible to use the addendum to revise the incorrect start date on a CV.
3. **New information and materials.** *Only those with a mandatory review date* can submit new materials which are submitted after the original submission dates at either the unit, college/University Libraries, or university level of review; for example, those with a mandatory review date may use the addendum to submit a new publication and an updated CV which lists the new publication. This option is not open for those going up for promotion to full, as they should have had their cases intact prior to submitting their application; they don't have the “up or out” pressure that those without tenure or continuing-status have. See section III for more information about new materials.

## II. 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 unit committee and the unit chair/director or unit administrator wrote their recommendation letters. Please note that adding information 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, it requires markup.

- a. Leave the original document with the error in its original 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.**

- a. Fill out the [Confirmation of Addendum Materials](#) form and save as a PDF. Make sure you are using the correct addendum form (i.e. not the form for fixed-term cases).
- b. The [Confirmation of Addendum Materials](#) form will become the first page of the addendum section of the portfolio. Add the revised document to the PDF.

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- c. 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 unit chair/director or unit administrator) were written.
- d. 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, subsequent letters which state whether the information in the revised document changes their minds about their original recommendation.

- a. These additional (secondary) letters are not an opportunity to rehash or repeat things in the original letter. The secondary letters are brand new letters which have to take into account information which was not available at the time the first letters were written. Example secondary unit chair/director or unit administrator letter: “I have reviewed the updated CV, and I no longer recommend continuing status and promotion to full librarian,” or “I have reviewed the updated CV, and I still recommend granting of tenure and promotion to associate professor.”
- b. The secondary letters are dated after the first letters, as well as after the date when the revised CV was added.
- c. The secondary letters are added to the portfolio in the internal letters section. The secondary letter by the unit chair/director or unit administrator, for example, is added in the internal letters section immediately after the original unit chair/director or unit administrator letter.
- d. Bookmarks are added for the secondary letters. As with all bookmarks, please make them as brief and clear as possible for quick reference.

**Step 4. Request for Academic Personnel Action form.** The *Request for Academic Personnel Action* (APA) form must be revised to match 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.

**III. Submitting new information and materials.** For those with mandatory review dates, the deadline to submit brand new materials (such as publications), including the statements by each prior level of review, to the dean for the case is **November 30th** of each year. Any additional materials after that time require the dean or university librarian to seek approval from the provost’s office for submission. Keep in mind the principles in section II, i.e. leave original documents such as CVs in their original places, make sure the dates on the addendum form, the review letters and the *Request for Academic Personnel Action* form make chronological sense.