

Policy Regarding the Placement of Unsolicited Letters in Promotion and Tenure Dossiers by Faculty**Proposed by IUB and IUPUI Faculty Affairs Committee**

Unsolicited letters by primary committee members may be included in the promotion and tenure dossiers of candidates under the following conditions.

- Unsolicited letters may only be included when written by primary committee members who are eligible to vote on the particular case.
- The unsolicited letters must be added to the dossier *at least one week prior to the scheduled primary committee vote on that dossier.*
- The candidate or a primary committee colleague of his/her choosing *may contribute a rebuttal letter which must be placed in the dossier prior to the primary committee vote by at least two days.*
- Once the primary committee has voted on the case, no additional unsolicited letters may be added to the dossier.

Rationale

The standards of transparency and openness seemed most important to resolving the question of whether or not unsolicited letters from faculty colleagues should be allowed in the dossier and if so, under what conditions. Though other possibilities were considered, these standards seem best reflected through the proposed policy.