

Tenure: Summary of Evidence Under the 2015 PPAA

There are several important changes to the language governing the Summary of Evidence (SOE) component of the tenure process in the revised 2015 *Policy and Procedures on Academic Appointments* (PPAA):

Timing

“The division head or chair shall prepare and provide a written summary of the content of the above appraisals and evaluation, without identifying their source, to the candidate at the time of submission of the dossier to the tenure committee **normally at least one week prior** to the first meeting of the tenure committee.”¹

Content

“It is important that the summary be sufficiently detailed that the candidate knows the evidence before the committee and could, if desired, supplement the dossier with a written response, or by appearing before the committee to make a statement. The summary should include extracts of any significant information from all letters and reports while maintaining confidentiality.”²

The SOE should be long enough to fully and accurately reflect the content in the file. It is important that the SOE include:

- Negative as well as positive comments / conclusions
- An accurate reflection of the views of specific reviewers

The SOE should not reach a conclusion regarding excellence or competence, or future promise.

Application

The new SOE requirements reflect best practice and should be followed whether or not the candidate opted to be covered by the 2015 PPAA.

¹ Policy and Procedures on Academic Appointments June 26, 2015 Section 14 (iv)

² Policy and Procedures on Academic Appointments June 26, 2015 Section 14 (iv)