

Process Guide for Addenda for On-track and Continuing-status Academic Professionals

(continuing-status-eligible academic professionals going up for promotion and or 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.

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

1. Required materials. Materials *required* by the unit or college 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 an 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, or university level of review; for example, those with a mandatory review date may use the addendum to submit a CV which lists additional publications. This option is not open those going up for promotion to full, as they should have had their cases intact prior to making application; they don't have the "up or out" pressure that those without continuing-status have.

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 director 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.

1. 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.
2. 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.
3. Highlight the error in **yellow**.
4. 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; please do not attach additional pages.

Step 2. The revised document/addendum section.

1. Fill out the [Confirmation of Addendum Materials](#) form and save as a PDF.
2. The *Confirmation of Addendum Materials* form will become the first page of the addendum section of the portfolio.
3. Add the revised document to the PDF.
4. 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 director) were written.
5. 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.

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1. These additional (secondary) letters are not an opportunity to rehash or repeat things in the original letter. The secondary letters are brand new letters, since they have to consider information which was not available at the time the first letters were written. Example secondary unit director letter: "I have reviewed the updated CV, and I still recommend promotion to senior lecturer," 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 senior lecturer."
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 unit director/administrator, for example, is added in the internal letters section immediately after the original unit director/administrator letter.
4. Bookmarks are added for the secondary letters. As with all bookmarks, please make them as brief as possible.

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.

1. If a review level's recommendation has changed, make sure that is changed on the form.
2. 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.
3. 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 committee for review.

III. Submitting new information and materials. For those with mandatory review dates, the deadline to submit additional materials (such as a new publication), including the statement 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.