Late-Add Guidelines

Material shall be accepted for late admission into the dossier only for candidates undergoing performance reviews (retention, tenure, and/or promotion).

A candidate seeking to add materials after the deadline must provide a written statement that provides clear evidence that 1) the materials became available only after the date of the closing of the dossier, but prior to the late-add deadline established by UP-Faculty Services, and 2) that the materials are pertinent. The statement will be examined by the "Late-Add Committee" which shall determine whether the statement justifies inclusion of the materials. The role of the Late-Add committee is to judge the rationale and supporting evidence for including late materials. The following criteria shall guide the committee:

1) **Timeliness.** "After the date of the closing of the dossier." This means that the actual achievement occurred after the closing date—not merely that documentation of an earlier achievement became available after the closing date. For example, the final acceptance of a publication occurs after the deadline, or an art show or musical performance occurs after the deadline, or a candidate is elected to an important professional or service leadership role after the deadline.

2) **Pertinence.** Late items that might alter reviewers' ratings are pertinent. Late items that might confirm reviewers' ratings of the dossier are not. The late-add statement should be explicit as to how the late materials might improve reviewers' ratings of a particular category of achievement, and how doing so might affect the outcome using the standards for advancement. Impactful new achievements are often pertinent subject to the following conditions. The Late-Add committee should permit new material when the statement makes a plausible case that ratings of the candidate's **levels of achievement could be improved** by their inclusion, and that these **higher ratings could affect the outcome in terms of the standards for advancement**.

a. Academic Assignment. Normally, SOTES and any other materials related to academic assignment that become available after the deadline should not be added. Such materials should be used in subsequent reviews. Materials that reflect a noteworthy improvement from prior patterns are often pertinent.

b. RSCA. An additional publication among many is often not pertinent and should be used in subsequent reviews. A noteworthy publication among few would often be pertinent. Relatively minor RSCA accomplishments under most circumstances would not be pertinent.

c. Service. New service activities must be professionally meaningful and of great significance. For example, advancement to president of a large professional society, becoming editor-in-chief of an influential journal, or assuming academic senate leadership would often be pertinent. Continued service on a standing committee would not be pertinent.