

## Guidelines for Statements Correcting Factual Errors

The TWU Promotion and Tenure Policy states that “At any level during the review process, the candidate may submit a statement correcting factual errors in the report within seven days of receiving the report. The statement, which may not exceed one page, is forwarded to the next level as a permanent part of the portfolio.”

The following guidelines are established to implement this policy if a candidate wishes to submit a statement correcting factual errors in a promotion and/or tenure report.

1. The candidate shall submit the one page statement correcting factual errors to the appropriate administrator or chair of the promotion or tenure committee at the next level of review following the level of the report in question. For example, if the errors are in the departmental peer review committee’s report, the one page statement should be submitted to the department chair. If the errors are in the department chair’s report, the statement should be submitted to the dean.

2. The person receiving the statement will place it in the candidate’s portfolio and send the following written statement to the candidate:

“I have received your statement of correction of factual errors related to your promotion and/or tenure review and have placed the statement in your portfolio.”

3. If the statement is longer than one page, it should be returned to the faculty member who will reduce the statement to one page and resubmit it.

4. If the one page statement does not correct factual errors, the person receiving the statement will send the following written statement to the candidate.

“I have received your statement related to your promotion and/or tenure review. The statement you submitted does not correct factual errors, but will be placed in your portfolio along with this memorandum.”

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