



**Retention/Promotion/Tenure Dossier
Organization of Contents for
Department Administrators**

Rev. Aug. 2016

After your candidate has submitted his/her dossier to you, you will be able to click on the grey “dossier” button next to the candidate’s name. You will see five sections, into which you will add (as PDFs) the following:

1. Annual Reviews

- a) Chair’s summary of candidate’s annual reviews, named:
 - **(Candidate’s last name)_Summary of annual reviews**
- b) All individual annual reviews, named:
 - **(Candidate’s last name)_Annual Review_YYYY**
- c) The most recent milestone review letter from the Chair to the Dean, named:
 - **(Candidate’s last name)_(most recent milestone) Review letter**

2. External Reviews *(for Tenure and/or Promotion candidates only)*

- a) All individual external review letters, named:
 - **(Candidate’s last name)_Review by (last name of reviewer)**

STOP HERE. When all documents have been added to sections 1 and 2, add your department reviewers. Notify them of their ability to view the dossier and provide a deadline for submitting their votes and comments.

Before populating sections 3 and 4, **delete** all reviewers *except* the Chair.

3. Department Vote and Comments

- a) Summary of department vote, named
 - **(Candidate’s last name)_Summary of department vote**
- b) All individual faculty/committee reviewer recommendations, named:
 - **(Candidate’s last name)_Rec. by (faculty last name)**
- c) Departmental committee report *(if applicable)*

4. Letter from Department Chair

Named: (Candidate’s last name)_Letter from Chair

5. New or Amended Documents

- Upload into this section any items the candidate wishes to include after submitting the dossier to the department level.