RPT Dossier Organization for Document Administrators
January 2022

Annual Reviews
Within this section, include:
   a) Chair’s summary of candidate’s annual reviews, named:
      Summary of Annual Reviews
      *(Individual annual review letters are no longer required, per the Provost.)*
   c) All previous mid-pro, tenure or promotion recommendation letters from Chair to Dean, if any,
      named: *(type) Review Letter*

External Reviews
Within this section, include:
   a) List of external reviewers (template on A&S website), named:
      0.List of External Reviewers
   b) Each reviewer letter, named:
      *(reviewer’s last name) External Review
      Example: Jones External Review*
   c) External reviewer CVs (optional), named *(reviewer’s last name) CV*

*(A minimum of six external reviews are required for Tenure and Promotion and Promotion to Full Professor files. External reviews are not required for Retention files.)*

Before uploading the next set of documents, close the dossier to the department reviewers. This action will not affect the ability of unit heads to see the materials because unit heads (and DAs) have separate roles.

Department Vote and Comments
Within this section, include:
   a) Summary of faculty vote (use template on A&S website), named:
      0.Summary of Faculty Vote
   b) Report of departmental personnel/reviewer subcommittee (if used), named
      1.Department Committee Report
   c) Individual department reviewer recommendations (use “Faculty/Committee Confidential Recommendation Form”), named:
      *(candidate’s last name)_Faculty Rec By_(reviewer’s last name)*
      Add reviewer’s first initial if there are duplicates in the department

Letter from Department Chair
Named: *(candidate’s last name)_Chair’s Letter*

New or Amended Documents
*(Upload to this section any revised or additional documents the candidate wishes to include after s/he submitted the dossier to the department level.)*