Dossier Organization of Contents
for Document Administrators

Annual Reviews
Within this section, include:
  a) Chair’s summary of candidate’s annual reviews, named:
     **Summary of Annual Reviews**
  b) Individual annual reviews from each previous year, named:
     **YYYY Annual Review**
  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:
     **List of External Reviewers**
  b) Each reviewer letter, named:
     **(reviewer’s last name) External Review**
     Example: External Review by Jones
  c) External reviewer CVs (optional), named:
     **(reviewer’s last name) CV**

(A minimum of six external reviews are mandatory for Tenure and Promotion and Promotion to Full
Professor files. External reviews are not required for Mid-Probationary files).

Before uploading the next set of documents, **close the dossier to the department reviewers**. This action will not
affect the chair’s continued ability to see it because chairs and directors have individual roles.

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

Letter from Department Chair
(The letter from the Chair should make the case for or against the decision based on materials and
evaluations submitted to date, explicitly compared to departmental standards.)

New or Amended Documents
(Upload to this section any revised or additional documents the candidate wishes to include after the dossier
has been made available for department level review.)