Annual Reviews
Within this section, include:

   a) Each annual review letter for the last 5 years or since the last milestone review, named: 
      YYYYY Annual Review
      (Inclusion of an Annual Review summary in addition to the letters is optional.)

   b) The previous milestone review recommendation letter from Chair to Dean, named:
      (Level) Review Letter
      (Please redact any identifying information by internal or external reviewers.)

External Reviews
Within this section, include:

   a) List of external reviewers (template on A&S website), named:
      0. List of External Reviewers
      (A minimum of six external reviews are required for Tenure & Promotion and Promotion to Full Professor files. External reviews are not required for Retention or Lecturer Promotion files.)

   b) Each reviewer letter, named:
      (Reviewer’s last name) External Review

   c) External reviewer CVs (optional):
      If including CVs here, name them: (Reviewer’s last name) CV

*** 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 contents.

Department Vote and Comments
Within this section, include:

   a) Summary of faculty vote (use template on A&S website), named:
      1. Summary of Faculty Vote

   b) Report and recommendation of departmental personnel/reviewer P&T subcommittee (required), named: Dept. Committee Recommendation

   c) Individual department reviewer recommendations (on “Faculty/Committee Confidential Recommendation Form”) named:
      Candidate’s last name (and first initial, if duplicates) Rec by (Reviewer’s Last Name)

Letter from Department Chair or Program Director, named: (Chair’s or Director’s) Letter
(This letter 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.)