

**2023-24 Dossier Organization of Contents for  
Document Administrators**

*Rev. 5.16.2023*

**Annual Reviews**

*Within this section, include:*

- a) Each annual review letter for the last 5 years or since the last milestone review, named:  
**YYYY 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.)*