2022-23 Dossier Organization of Contents for Document Administrators

Annual Reviews
Within this section, include:
  a) Chair’s summary of candidate’s annual reviews, named:
      0. Summary of Annual Reviews
  b) The previous mid-pro or T&P recommendation letter from Chair to Dean, REDACTED, named: (Level) Review Letter (Not applicable for Mid-Pro reviews)

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
  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. The maximum number is 10. 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 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:
      0. Summary of Faculty Vote
  b) Report of departmental personnel/reviewer subcommittee (if used), named:
      1. Dept. Committee Recommendation
  c) Individual department reviewer recommendations (on “Faculty/Committee Confidential Recommendation Form”), named:
      Reviewer’s last name (and first initial, if duplicates) Recommendation

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.)