

**Dossier Organization of
Contents for Document
Administrators**

(rev. May 2021)

Annual Reviews

Within this section, include:

- a) Chair's summary of candidate's annual reviews, named:
Summary of Annual Reviews *(not necessary for Retention files; helpful, but optional, for P&T files)*
- 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 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 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.)