

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.)