

**2024-25 Dossier Organization of Contents for
Document Administrators**

Rev 4.2024

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
- 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 Reviewer Letters

Within this section, include:

- a. Each reviewer letter, named:
(Reviewer's last name) External Review *(no parentheses)*
(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. **WAIT** until after dossier is closed to dept. reviewers to upload list of external reviewers.

External Reviewer CVs

Within this section, include all external reviewer CVs, named:

- a. (Reviewer's last name) CV *(no parentheses)*

***** Close the dossier to the department reviewers before uploading the following documents. *****

This action will not affect the Unit Head's continued ability to see contents.

List of External Reviewers, named: 0. List of External Reviewers, to External Reviewer Letter section

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.)