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.)