



2024-25 Dossier Organization of Contents for Document Administrators

Rev 11.2024

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_[Candidate's last name, First initial]
- b. The previous milestone review recommendation letter from Chair to Dean, named:
[Level] Review Letter_[Candidate's last name, First initial]
(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 for [Candidate's last name, first initial]
(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. List of External Reviewers, named: **0. List of External Reviewers**
- c. **NEW:** External Reviewer's Invitation, named: **[Unit name] External Reviewer Invitation**

External Reviewer CVs

Within this section, include all external reviewer CVs, named: **[Reviewer's last name] CV**

***** 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.

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 (if used), named:
2.Dept. Committee Report_[Candidate's last name, first initial]
- c) Individual department reviewer recommendations (on "Faculty/Committee Confidential Recommendation Form") named:
Candidate's last name (and first initial, if duplicates) **Dept Rec by [Reviewer's Last Name]**

Letter from Department Chair, named: **[Chair or director] rec by [unit head's last name, initial]**

NEW: In this folder, also upload Unit's tenure and promotion criteria, named:
[Unit Name]_[type of review] _criteria

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.)