

# INSTRUCTIONS FOR COMPOSITION OF THIRD YEAR REVIEW DOSSIERS

## Electronic Submission of Faculty Dossiers

All dossiers are to be submitted electronically using PDF format for files.

### CANDIDATE INSTRUCTIONS

Sections to complete for Candidate Dossier (These are the sections the faculty member being considered for Promotion or Tenure must complete):

Steps to create your dossier electronically:

1. Create a folder to hold your dossier. The name of the folder should be candidate's last name, first name (initial, if you choose), then the word "Dossier".

Example: SmithJohnDossier (Note: no spaces or periods)

2. Complete and save the Summary of Action fillable form and save a copy in the folder titled SummaryLastnameFirstname (example: *SummarySmithJohn*). NOTE: DO NOT PRINT AND SCAN THE SUMMARY OF ACTION FORM.
3. Using the sample dossier as a guide, complete the appropriate forms, gather supportive materials as described in the sample dossier, and save each as a separate pdf using the established naming convention. The files should be listed in the following order:

A-Title Page (*A-TitleLastnameFirstname*)

B - Summary of Action (*B-SummaryLastnameFirstname*)

Candidate Self Assessment

M - Curriculum Vitae or Resume (*M-CVLastnameFirstname*)

N - Scholarly Activities (*N-SponsResLastnameFirstname*)

O - Graduate Faculty Activities (*O-GradFacActLastnameFirstname*)

P – Teaching (*P-TeachingLastnameFirstname*)

Q – Service (*Q-ServiceLastnameFirstname*)

R - Extension Activities (*R-ExtensionLastnameFirstname*)

Candidate Verification of Accuracy (*CandidateSignatureAccuracyLastnameFirstname*)

Any additional supportive documents should be saved to a separate pdf file named *SupplementalLastnameFirstname*.

After you are sure your electronic dossier is in the appropriate format, submit it to the department chair.