

# PREPARING AND ASSEMBLING CANDIDATE'S DOSSIER

## I. CANDIDATE'S DOSSIER

A. Please ensure:

1. That the final packet for each candidate contains **NO STAPLES**;
2. That all pages are **SINGLE SIDED**.

B. The candidate's packet is to be assembled in the following order:

1. Cover sheet
2. Declaration of Policy for Promotion or Tenure Consideration
3. Chair's letter
4. Departmental P&T Committee's letter (if applicable)
5. Regional Campus Dean letter (if applicable)
6. Candidate's dossier (Limit 20 pages formatted as described in Guidelines)
7. Sample letter requesting external review
8. A summary, limited to a total of two (2) pages, of external reviewers' CVs
9. Letters from external reviewers

## II. CANDIDATE'S ANNUAL EVALUATIONS

A. Annual evaluations for probationary faculty should clearly state the **YEAR** at the top of each document.

B. Put all the candidate's annual evaluations in a **SEALED** envelope and submit separately from the dossier.