

## **BEST PRACTICES & FAQs ELECTRONIC SUBMISSION OF P&T DOSSIERS**

1. Use native electronic files as often as possible. Scan only if there is no electronic file. Scanning creates large files.
2. All files need to be PDFs except the Vote Tally Sheet.
3. Numbering pages is not necessary unless you combine files (*Note: Combing files is now the preferred method, i.e. combining all research files into one PDF document*). If you combine files you need to number the pages and create a simple table of contents as the first page of that file. Any file that is large and already has page numbers please leave the page numbers on it, ie., a research article.
4. Adobe Acrobat Pro is a good tool to use when setting up your dossier. It has many features to assist in combining files.
5. Follow all naming conventions stated on the Electronic Filing Instructions.
6. To keep folders in order you will need to put a zero 0 in front of any single digits:
  - 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
7. Some files if saved or copied incorrectly make very large files and take up far too much space, i.e. just copying a CD will make it a .WAV file which is huge. Instead use MP3 files or itune or simply put in a link to a file on a website.
8. The candidate should keep an electronic copy and a hard copy of their dossier.
9. The candidate should keep all letters of recommendation with their dossier for use in future reviews.

### **Reviewers:**

1. It is not recommended to print dossiers for review, but if you do, please be sure to shred any confidential materials after you have completed your review.
2. If you are unable to open a PDF file your Adobe Acrobat Reader may be outdated. Update it and try again.

### **KNOX FOLDERS:**

1. There are two ways to access your Knox folder:
  - Web Browser – Click the link (url of your folder) sent to you – This is Read only and you cannot edit (upload files).

- Map a Network Drive – See Instructions on this website:  
<http://www.montana.edu/knox/> . This is Read and Edit (can upload files).
2. If you are unable to access your folder:
- Check to be sure your permission has been set (contact Diane Heck in Provost office not ITC)
  - If you are accessing via a network drive, check to be sure you have mapped your drive correctly. See above for website.
  - Contact your department or college administration for assistance