

SAMPLE DOSSIER STRUCTURE

Tab 1: 01ReviewDocuments
01aDepartmentCommLtr
01bDCReqeustfromcandiate
01cCandiatereplytoDC
01bDepartmentHeadLtr
01cCollegeCommLtr
01dDeanLTR
01eUPTC
01fProvost
01gPresident

Department/College Responsible

At any level the candidate can be asked for clarification and/or additional materials. These are added at the appropriate level along with the request.

Tab 2: 02ExternalPeerReviews
02ExternalPeerReviewsNotRequired
02aExtReviewSelectionProcess
02bSmithJohnExternalReview
02cJaneMaryExternalReview
02dJonesJohnnyExternalReview

Department/College Responsible

If required by Role and Scope. First document is reviewer list and request. Each review letter should include a CV for the reviewer.

Tab 3: 03InDepthAssessments
03InDepthAssessmentsNotRequired
03aInDepthAssessment

Department/College Responsible

As per Role and Scope

Tab4: 04InternalPeerReviews
04InternalPeerReviewsNotRequired
04aSmithJohnInternalReview
04bJaneMaryInternalReview

Department/College Responsible

As per Role and Scope

Tab5: 05AssignmentPerformance
05aLetterofHire
05bPositionDescription
05cChangeofassignment
05cReviewExtension
05d2000Review
05e2001Review
05f2002Review
05gRententionreviewletters

Department/College Responsible

As per Role and Scope

Tab6: 06CurriculumVitae
06aJonesJohnCV

Tabs 6-11 or 12

Candidate Responsible

As per Role and Scope

Tab7: 07PersonalStatement
07aPersonalStatementJonesJohn

Tab 8: 08TeachingPerformance
08aTeachingStatement
08bEvaluations

Tab9: 09ResearchCreativeActivity
09aResearchStatement
09bResearchPublicationslist

Tab10: 10Service
10aService

Tab 11: 11ProfessionalDevelopment
11AProfessionalDevelopmentList

Tab12: 12Appendix
12aList (LIST OF MATERIALS ONLY)

CoverSheetJonesJohn (PDF)
RoleScopeDocDepartment
RoleScopeDocCollege
VoteTallyJonesJohn (Word)

KNOX FOLDER NAMING STRUCTURE

JohnSmithRetention
01ReviewDocumentsSmith
02ExternalPeerReviewSmith
03InDepthAssessmentSmith
04InternalPeerReviewsSmith
05AssigmentPerformanceSmith
06CurriculumVitaeSmith
07PersonalStatementSmith
08TeachingSmith
09ResearchCreativeActivitySmith
10ServiceSmith
11ProfessionalDevelopmentSmith
12AppendixSmith