

SAMPLE DOSSIER STRUCTURE

Tab 1: Review Documents

01aDepartmentCommLtr
01bDCrequestfromcandiate
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: External Peer Reviews

(Minimum of 4 required per handbook)
02ExternalPeerReviewsNotRequired
02aExtReviewSelectionProcess
02bSmithJohnExternalReview
02cJaneMaryExternalReview
02dJonesJohnnyExternalReview
02eAndersonRoseExternalReview

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.

Tab3: Internal Peer Reviews

03InternalPeerReviewsNotRequired
03aSmithJohnInternalReview
03bJaneMaryInternalReview

Department/College Responsible

As per Role and Scope

Tab4: Assignment Performance

04aLetterofHire
04bPositionDescription
04cChangeofassignment
04cReviewExtension
04d2000Review
042001Review
04f2002Review
04gRetentionreviewletters

Department/College Responsible

As per Role and Scope

Tab5: Curriculum Vitae

Tabs 5-11 or 12

Candidate Responsible

As per Role and Scope

Tab6: Personal Statement

Tab7: Integration Statement

Tab 8: Teaching Performance
Teaching Statement
Evaluations

Tab9: 09Scholarship
Scholarship Statement
Scholarship Publications

Tab10: 10Service
Service

Tab 11: 11Professional Development
Professional Development List

Tab12: 12Appendix
List (LIST OF MATERIALS ONLY)

CoverSheetJonesJohn (PDF)
RoleScopeDocDepartment
RoleScopeDocCollege
VoteTallyJonesJohn (Word)