

SAMPLE DOSSIER STRUCTURE

Tab 1: 01ReviewDocuments

- 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: 02ExternalPeerReviews

- (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.

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
- 05gRetentionreviewletters

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  
Integration Statement

07aPersonalStatementJonesJohn  
07b Integration Statement

Tab 8: 08TeachingPerformance  
08aTeachingStatement  
08bEvaluations

Tab9: 09Scholarship  
09aScholarshipStatement  
09bScholarshipPublications

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  
07PersonalStatement/Integration  
Smith  
08TeachingSmith  
09ResearchCreativeActivitySmith  
10ServiceSmith  
11ProfessionalDevelopmentSmith  
12AppendixSmith