

SAMPLE DOSSIER STRUCTURE

Tab 1: 01ReviewDocuments

- 01aDepartmentCommLtr
- 01bDCRequeustfromcandiate
- 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
- 05gRententionreviewletters

Department/College Responsible in collaboration with candidate

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)
Professional Photo labeled
with year / Retention
/Tenure/Promotion

KNOX FOLDER NAMING STRUCTURE

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