

Technical Guidelines for Tenure and Promotion Dossiers (approved 4/30/2024)

Consult the most recent [Faculty Handbook](#) for current information on the review process.

Communications

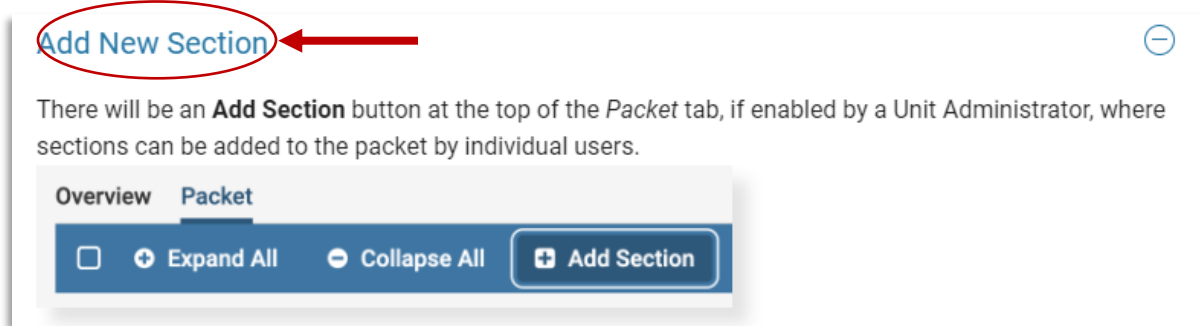
- When communicating with the Dean of Faculty Office about your dossier or your case, always 'cc your Divisional Coordinator (DC). You may need to send materials to your chair, and/or Associate Dean, but the DC is the only one working on your packet in Interfolio.
- Please don't hesitate to email your DC with any question related to the process and procedures.
- Interfolio guide: [A Candidate's Guide to Populating and Submitting a Packet Using Interfolio RPT](#)

Uploading to Interfolio

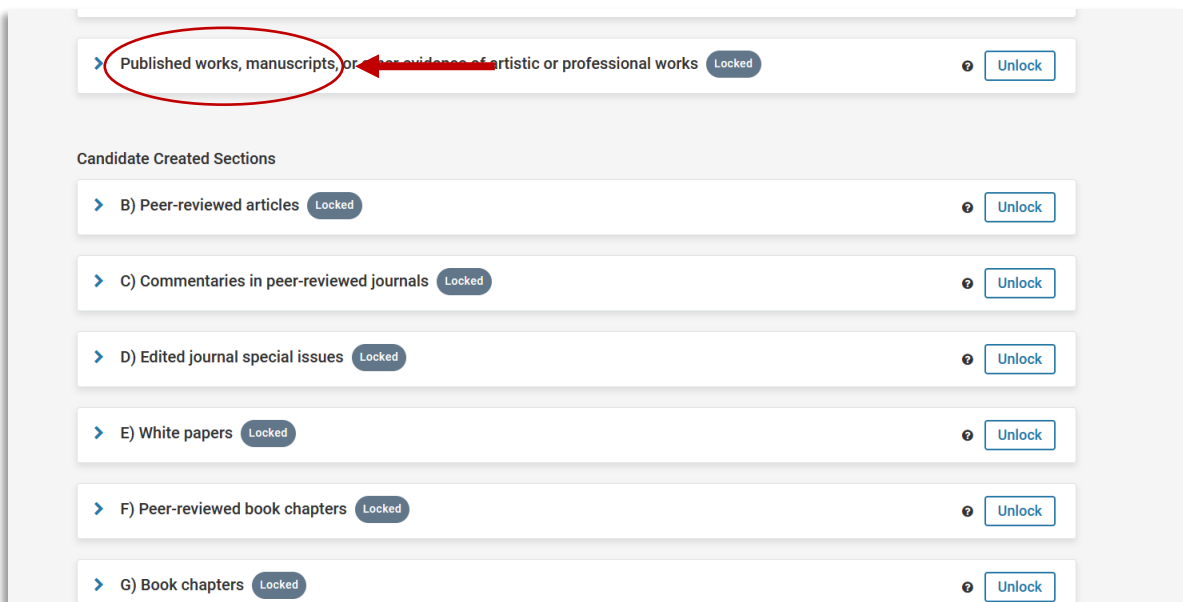
- Candidate's Dossier: Personal Statement
 - The maximum length is 5 single-spaced pages; references may be included on an additional page.
 - Formatting should be 12-point, Calibri font, 1" margins on all sides, and page size of 8.5" x 11".
- Candidate's Dossier: Updated CV
 - Review the CV Guidelines for important information about how to present your scholarly and creative activities.
- Published works, manuscripts, or other evidence of artistic or professional works
 - For organizing your files, we encourage adding a table of contents as the first document in the preset section called "*Published works, manuscripts, or other evidence of artistic or professional works.*"
 - It is not recommended to upload one compiled PDF of all your work materials. Even if indexes and tabs appear helpful, a 300+ pages document is difficult for reviewers to navigate.
 - Instead, upload separate PDFs files of each item listed on your CV as work material to be reviewed. Do not use Word or Excel documents.
 - If you want your files to be organized or seen in a particular order, you should number/letter each file, matching your table of contents.
 - If you have URL links, submit a PDF document with the links. Please note that links entered in Interfolio are not sharable, unless they are listed within a PDF document.
 - If you have large media files that need to be uploaded to Interfolio, please contact your Divisional Coordinator (DC) for further instructions.
- Option: Section titles under "Published works"
 - The preset section title cannot be changed and at least one item must be uploaded here: "*Published works, manuscripts, or other evidence of artistic or professional works*"
 - However, you can create additional sections to organize your files, giving titles that reflect the nature of the work to be reviewed. You can create as many additional sections as you need.

- For example, you can upload a table of contents file, or a PDF file for a book, under the preset section, and then create a new section titled '*Peer Reviewed Articles*' and upload there separate PDFs for each article.

How to Add a Section



Sample of Candidate Created Sections



Submitting Books

- Physical copies should be delivered to your Divisional Coordinator.
- Upload a PDF version of each book you want to be considered for your case, even if you provided physical copies for mailing to reviewers.

After submission

- Updated CV: You can send it as often as you would like to your DC, as these updates will be taken into consideration. Please **highlight** any updates since your original dossier submission, and add a date to the top of each revised CV.