

## Technical Guidelines for Tenure and Promotion Dossiers (updated 5/14/2026)

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

### Communications

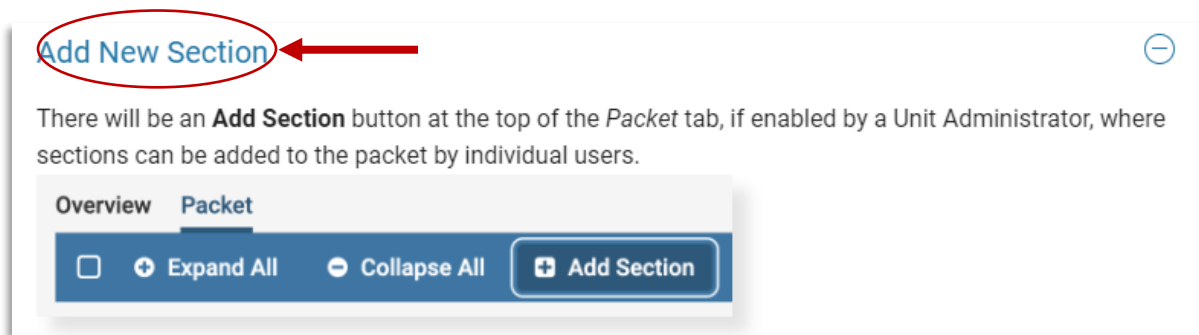
- When communicating with the Dean of Faculty Office about your dossier or your case, always 'cc your Divisional Coordinator (DC). You may need to send materials to your chair, and/or Associate Dean, but the DC is the only one working on your packet in Interfolio.
- Please don't hesitate to email your DC with any questions 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. This CV replaces the one submitted at the beginning of the review process (usually in the Spring before the review year).
  - This CV should not include any URL links. Reviewers will only access materials submitted directly through Interfolio.
- Published works, manuscripts, or other evidence of artistic or professional works
  - Create a Table of Contents listing all the items in the dossier. This document is required and must be the first document in the preset section called "*Published works, manuscripts, or other evidence of artistic or professional works.*"
  - Number each item in the Table of Contents sequentially.
  - Upload each item as a separate PDF in the same number order as the Table of Contents. Do not upload one compiled PDF of all your materials. Do not use Word or Excel documents.
  - The file name for each item should begin with the corresponding number of the Table of Contents.
  - If you have URL links to materials that have been approved by the Associate Dean to be accessed outside of Interfolio, submit a PDF document with the links. Please note that links entered in Interfolio are not shareable, unless they are listed within a PDF document.
  - If you have large media files that need to be uploaded to Interfolio, or linked to on external platforms, contact your Divisional Coordinator (DC) for further instructions.

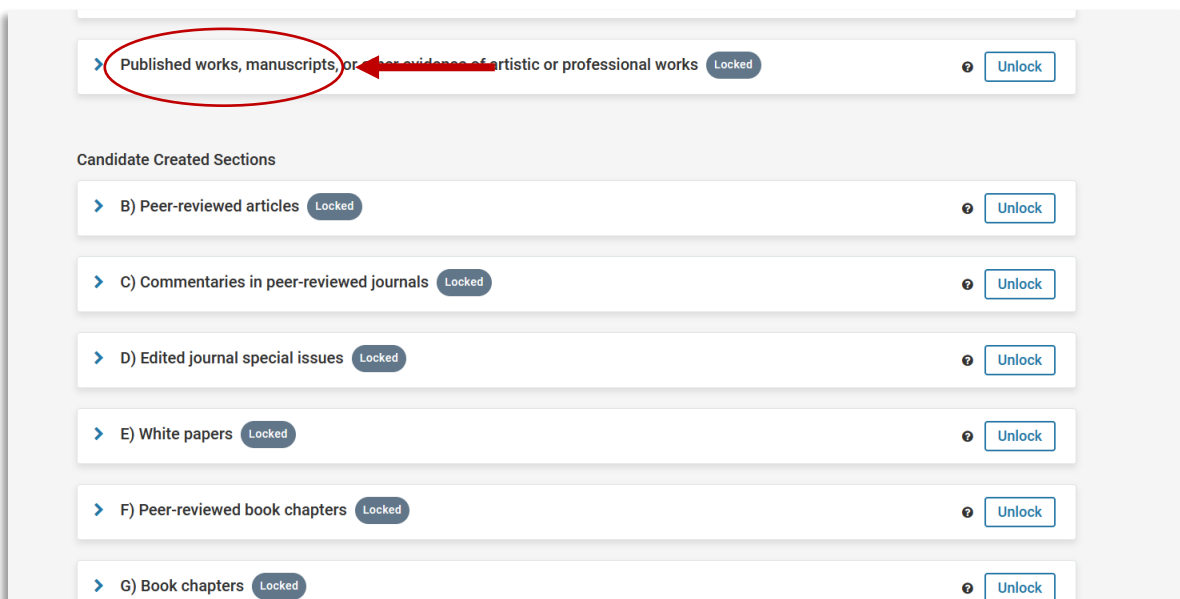
- Option: Section titles under “Published works”
  - The preset section title cannot be changed and at least the Table of Contents file must be uploaded here: “*Published works, manuscripts, or other evidence of artistic or professional works*”
  - You can upload all files in this preset section or you have the option to create additional sections to organize your files. You can give each section a title that reflects the nature of the work. You can create as many additional sections as you need. E.g. “Peer Reviewed Articles,” “Editor Reviewed Book Chapters,” etc.

## How to Add a Section



The screenshot shows a user interface with a tab labeled "Packet". In the top right corner of the "Packet" tab, there is a blue button labeled "Add New Section" which is circled in red. A red arrow points to this button. Below the button, there is a text box that reads: "There will be an **Add Section** button at the top of the *Packet* tab, if enabled by a Unit Administrator, where sections can be added to the packet by individual users." Below this text, there is a navigation bar with "Overview" and "Packet" tabs. Under the "Packet" tab, there are three buttons: "Expand All", "Collapse All", and "Add Section".

## Sample of Candidate Created Sections



The screenshot shows a list of candidate created sections. At the top, there is a section titled "Published works, manuscripts, or other evidence of artistic or professional works" which is circled in red. Below this, under the heading "Candidate Created Sections", there are seven sections, each with a title, a "Locked" status, and an "Unlock" button:
 

- B) Peer-reviewed articles
- C) Commentaries in peer-reviewed journals
- D) Edited journal special issues
- E) White papers
- F) Peer-reviewed book chapters
- G) Book chapters

## Submitting Books

- Physical copies should be delivered to your Divisional Coordinator by the deadline provided.
- 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.

### Updating CV After submission

- If you have a significant update to your CV after the submission deadline, you may submit a revised CV as stated in the Faculty Handbook. Significant updates include: change of status for a publication (such as from submitted to accepted), new contracts, new grants or awards, new exhibitions scheduled.
- When submitting an updated CV, highlight the update(s) and add an update date to the top in red text.
- Submit the updated CV by email to your Chair and Associate Dean with cc to your Divisional Coordinator.
- The Updated CV(s) will be taken into consideration at whatever point they arrive in the process up to the day that the case is reviewed by the Committee Advisory to the Dean. The method for incorporating the updated information depends on when it arrives.