

Dossier Reminders

Please label front and side of notebooks (example below)

Jonathan Jones
Promotion to Associate Professor with Tenure (or Professor, etc.)
Chemistry Department
Physical Sciences Division (the committee the candidate is to be reviewed by)

Use the smallest size 3 ring binder the material will fit in with pages turning easily
(Please do not use really large notebooks for dossiers)

Letter of Transmittal can be the first page after the checklist or in the front pocket of each notebook (you do not need to include votes in the transmittal letter - do make sure to include which division the dossier is to be reviewed by; see attached example of a transmittal letter)

Use tabs in the notebooks:

Most departments make tabs like those on the checklist (an example is below)
The checklist is first in the notebook followed by:

1. Letter of Transmittal
2. Table of Contents
3. Section I - Recommendation Forms
 - [UGA Recommendation for Promotion Form](#)
 - [UGA Recommendation for Tenure Form](#) (if applicable)
4. Section II - Cover Letters
 - PTU Head Cover Letter(s) if P&T - two letters
5. Section III - Unit Criteria
6. Section IV - Vita (with achievements should be 25 pages or less)
 - Candidate's statement of "Major Accomplishments" (no more than two pages)
7. Section V - Achievements
 1. Teaching
 2. Research, Scholarship & Other Creative Activities
 3. Service to Society, The University & the Profession
 4. Student Letters of Support
8. Section VI - Letter of Offer
 - Third-Year Review (if promoting to assoc. prof.)
9. Section VII - External Letters
 1. List of evaluators - place an asterisk to denote which evaluators the candidate chose OR write a sentence along with the statement of qualifications.
 2. Short Statements of Qualifications of External Evaluators
 3. External Letters of Evaluation

(OVER)

PDF Copy for the Franklin College

- 1) PDFs should be in the same order as the dossier.
- 2) Please do not scan tabs.
- 3) Make sure all your external letters are listed and included in list order in the pdf.
- 4) Files need to be less than 8 megabytes. If your file is larger:

Reduce file size:

- select document
- reduce size
- select Acrobat 7.0 and later
- save

and if necessary

Split file into parts 1 and 2

REMINDER: If you have a vita, achievements, that are in Microsoft Word:

Select File

Select Print

At top under printer name - select Adobe PDF

You will be prompted for a name

To join files in Acrobat:

Select the page icon in the left column

Select options (to the right)

Select insert pages

Select file to combine

If you have questions, please feel free to call Debbie at 2-1561

