**Jacobs School Dossier Timeline**

**March/April** – **Chair/department** identify faculty candidates for promotion & confirmation

**April** – Candidate

* develops & finalizes CV & Personal Statement with assistance from Sofia
* provides names & email addresses of 3-4 former trainees for department to solicit mentoring/teaching impact letters (recommended for all dossiers; especially important if candidate does not have teaching evaluations)
* provides names & email address of collaborator(s), if applicable
* selects an Advocate (optional)

**May** – **Chair/department** identify evaluators

* + 4 external evaluation letters required

Must be of equal rank as the candidate (preferably Professor); ideally several evaluators are from AAU institutions; must be disinterested

* + 2 internal evaluation letters required

Same regarding rank; should be from UB or UB-affiliated institution (e.g. RPCI)

**May** (tenure dossiers) & **June** (non-tenure dossiers) – **Chair/department** solicits

* 6-8 external evaluation letters via email
* 4 internal evaluation letters via email

Include attachments: CV, Personal Statement (optional) & Confidentiality Statement

Request biosketch from external evaluators

* collaborator letter(s) if relevant

**May-June** – **Department**

* collects teaching evaluations (approximately past 5 years) to include in dossier
* solicits mentoring-teaching impact letters (optional)

**July** – **Chair** begins writing the Chair’s letter

**Beginning of August** – **Chair/department**

* hold faculty meeting to discuss & vote on dossier (remember rank-on-rank vote)
* finalize Quantitative Vote Sheet, Dossier Checklist & ePTF
* Chair finalizes the Chair’s letter (must include vote outcome)
* email dossier PDF to Sofia for preview

**September 1** (tenure dossiers) & **November 1** (non-tenure dossiers) – **Department**

* submits PDF of dossier(s) to Sofia

Upon confirmation that dossier is finalized,

* mails original + 2 copies for each tenure faculty candidate
* mails original + 1 copy for each non-tenure faculty candidate
* include ePTF in PDF and with original dossier only