***Helpful Dossier Tips to Remember:*  
Personal Statement**Must address 1. Research / Scholarship  
 2. Educational Activities / Teaching  
 3. Service  
 4. DEI (optional)  
**Chair’s Letter**  
Must include candidates current rank, proposed action, department vote outcome, any approved leaves that has extended the tenure clock, quotes from evaluators  
  
**Quantitative Teaching Evaluations**Make every effort to obtain material for this section, including contacting previous institutions and/or former students, residents, Fellows, colleagues, etc. who could address this.  
If none available, you can add page stating this & briefly explain efforts made to obtain them.  
 **Evaluation Letters with permission and requesting Identity be Removed**  
Redact evaluator’s identity   
  
**Conditions of Employment Letter**   
Redact all dollar figures  
**ePTF**proposed promotion title needs to be updated, and all salary/personal information must be redacted  
  
**Letters of Evaluation without permission**  
with *Confidentiality Statement*For evaluation letters **with permission requesting Identity be Removed**   
**Provide original letter with identity**   
  
**List of those failing to respond**Some explanation (e.g. sabbatical) is better than none  
  
**Biosketches**Only from external evaluators  
If none provided, search Web