***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