

## Procedures for Submission of Dossier: Electronic Copies

In addition to one original paper copy, schools/colleges/library are responsible for compiling and organizing their candidates' electronic copy of the dossier and submitting it on a flash drive or via OneDrive to Betsy Metzger in the Office of Faculty Affairs by **Thursday, January 9, 2020**. Submit all dossier materials in Adobe Acrobat (pdf) format. For directions to upload and share secure documents using OneDrive, visit <http://www.ucdenver.edu/about/departments/WebServices/Email/Cloud/Pages/OneDrive.aspx>.

### Recommendations for Scanning the Documents

- Use 150 x 150 dpi, grey scale
- If you have Adobe Acrobat Pro, scan as an "Optimized PDF"
- Scan documents after all signatures and votes have been added
- Be sure to scan all documents in the dossier, except divider pages

### Folders

Each candidate's full dossier should be in a separate folder with the name of the candidate on the label: "*LastNameFirstName\_Dossier*"

*Sample*

JonesMary\_Dossier

### Dossier Component File Names

The following tables indicate the file formats and naming conventions for dossier components. Submit all dossier components for each candidate in their labeled folder at one time.

**Table 1. Tenure/Tenure and Promotion/Promotion to Full/Comprehensive Review (Denver Campus): Dossier Components (all in PDF)**

Dossier Component	File Name
Dossier Checklist	01_LastNameFirstName_Checklist
Signature Form	02_LastNameFirstName_SignatureForm
Primary Unit Criteria	03_LastNameFirstName_PrimaryUnitCriteria
Initial Offer Letter	04_LastNameFirstName_InitialOfferLetter
Previous RTP/Personnel Actions	05_LastNameFirstName_PreviousRTP_PersonnelActions
Curriculum Vitae	06_LastNameFirstName_CV
Overall Summary Statement	07_LastNameFirstName_SummaryStatement
Teaching (Librarianship) Statement	08_LastNameFirstName_TeachingStatement
FCQ Summaries	09_LastNameFirstName_FCQSummaries
Research/Creative Work Statement	10_LastNameFirstName_ResearchStatement
Leadership/Service Statement	11_LastNameFirstName_ServiceStatement

Supporting Teaching (Librarianship) Materials	12_LastNameFirstName_SupportingTeachingMaterials
Supporting Research/Creative Work Materials	13_LastNameFirstName_SupportingResearchMaterials
Supporting Leadership/Service Materials	14_LastNameFirstName_SupportingServiceMaterials
Primary Unit Recommendation	15_LastNameFirstName_PrimaryUnitRecommendation
Primary Unit Analysis of Teaching (Librarianship)	16_LastNameFirstName_PUAnalysisTeaching
Primary Unit Analysis of Research/Creative Work	17_LastNameFirstName_PUAnalysisResearch
Primary Unit Analysis of Leadership/Service	18_LastNameFirstName_PUAnalysisService
Dean's Advisory Committee Recommendation	19_LastNameFirstName_DeansAdvisoryRecommendation
Dean's Recommendation	20_LastNameFirstName_DeansRecommendation
Case Reconsideration Recommendation(s) ( <b>*only for cases reconsidered by schools/colleges/library</b> )	21_LastNameFirstName_ReconsiderationRecommendations
External Review	22_LastNameFirstName_ExternalReview

**Table 2. Hires with Tenure: Dossier Components (all in PDF)**

Dossier Component	File Name
Dossier Checklist	01_LastNameFirstName_Checklist
Signature Form	02_LastNameFirstName_SignatureForm
CU Denver Primary Unit Criteria	03_LastNameFirstName_PrimaryUnitCriteria
Candidate's Current Institution Tenure/Promotion Criteria	04_LastNameFirstName_CurrentInstitutionCriteria
CU Denver Offer Letter	05_LastNameFirstName_OfferLetter
Curriculum Vitae	06_LastNameFirstName_CV
Teaching (Librarianship) Evidence	07_LastNameFirstName_TeachingEvidence
Research/Creative Work Evidence	08_LastNameFirstName_ResearchEvidence
Leadership/Service Evidence	09_LastNameFirstName_ServiceEvidence
Primary Unit Recommendation	10_LastNameFirstName_PrimaryUnitRecommendation
Primary Unit Analysis of Teaching (Librarianship)	11_LastNameFirstName_PUAnalysisTeaching
Primary Unit Analysis of Research/Creative Work	12_LastNameFirstName_PUAnalysisResearch
Primary Unit Analysis of Leadership/Service	13_LastNameFirstName_PUAnalysisService
First Level (Dean's Advisory Committee) Recommendation	14_LastNameFirstName_DeansAdvisoryRecommendation

SOM Executive Committee Recommendation	15_LastNameFirstName_SOMExecCommRecommendation
Dean's Recommendation	16_LastNameFirstName_DeansRecommendation
Situational Letters of Recommendation (a, b, c, or d)	17_LastNameFirstName_SituationalLetters
External Letters (if required)	18_LastNameFirstName_ExternalLetters

### **Adding Material**

It is the responsibility of the school/college to ensure that any material added to a candidate's dossier after its initial submission is submitted in electronic and paper formats to the Office of Faculty Affairs. Additional material should be scanned into **a single PDF file** using the following naming convention: "*LastNameFirstName\_AdditionalMaterial\_Date*"

*Sample*

JonesMary\_AdditionalMaterial\_10.14.18