

Preparing PDF Version of Promotion or Tenure Dossier:

A Step-by-Step Guide

Step 1 – Organize Dossier

- ▶ Prepare Original Dossier in paper form (same process as has been used in the past)
 - Gather documents from faculty member
 - Organize into tabs using *Dossier Building Guide* as a reference for organization: [Dossier Building Guide](#)
- ▶ Departments will continue to follow internal processes for submission to Departmental Evaluation Committee.
 - If your department is interested in reviewing the dossiers electronically, contact Cheryl Welch for information on creation of Sharepoint directory.

Step 2 – Scan Dossier

- ▶ Scan contents of dossier into PDF file (*except FRF and CFAC Cover Sheet—only include those documents in original dossier*).
 - Many copiers now have a “scan to PDF” feature
 - After scanning documents, PDF is emailed to you.
 - You will need either Adobe Acrobat 9 (reader version, free download) or Adobe Acrobat Pro (writer version, cost to purchase) to complete process
- ▶ Create bookmarks identifying tabbed sections of dossier

Step 3 – Submit Dossier to OFA

- ▶ For **Appointment and Promotion** dossiers submit:
 - Original dossier
 - ✓ Including FRF and VCAC cover sheet (don't include these two items in PDF version of dossier)
 - PDF of dossier (via email or DVD)
- ▶ For **Tenure** dossiers submit:
 - Original dossier plus one copy
 - ✓ Including FRF and VCAC cover sheet (don't include these two items in PDF version of dossier)
 - PDF of dossier (via email or DVD)
 - Note: include Tab 10 from the checklist for *new faculty appointments, with tenure*