

**Organization of the Dossier**

DIRECTIONS: The following table lists all of the required documents that will need to be uploaded to the Interfolio portal.

Item Name	Status of the Item
Cover letter	
Curriculum vitae	
Tenure and Promotion application (must complete in Interfolio)	
Educational Background	
Other Educational Experience	
Teaching (to include the following)	
Goals and Accomplishments	
Faculty Evaluations	
Student Evaluations	
Assignment of Responsibilities (AORs)	
Course Syllabi	
Course preparation materials	
Student Advisement, Mentoring, Research Supervision (docs)	
Teaching Philosophy	
Master's Thesis Committee	
Doctoral Dissertation Committee	
Presentations Professional Activity	
Funded Research	
Non-funded Research	
Scholarship/ Creative Activity	
Goals and Accomplishments	
Refereed Articles	
Technical Reports	
Other Publications	
Books	
Textbooks	
Chapters/Segments of Books	
Production/Performance/Exhibit	
Service	
Goals and Accomplishments	
University Service	
Professional Service	
Community or Other Service	
Honors, Awards, Recognitions	
References	

