

Dossier Format for Submission to the University Committee on Academic Rank and Tenure (UCART)

The dossier and all copies thereof must be submitted as native (*NOT* scanned) PDFs with documents arranged in the following order. Using Adobe Acrobat Pro, the PDF must be bookmarked with only the six document categories identified below.

Document Categories	Document
Cover Sheet	1. Completed Cover Sheet / Vote Summary Form provided by the Office of Faculty Affairs: http://www.slu.edu/provost/faculty-affairs/promotion-tenure-resources/index.php
Candidate's Submission	2. Candidate's curriculum vitae 3. Candidate's statement/application letter(s)
College/School/Center/Library Level	4. Recommendation, with rationale, of the dean or director 5. Letter(s) from the college/school/center/library committee indicating the committee's vote count 6. Midpoint review report (required for tenure track faculty) OR Third year review report (required for non-tenure track faculty)
Department Level	7. Recommendation, with rationale, of the chair(s) 8. Letter(s) from the department committee (if one exists), indicating the committee's rationale and vote 9. Recommendation(s) of colleagues from the candidate's department 10. Recommendations, if any, of SLU colleagues outside of the candidate's department
External Evaluations	11. Recommendations, if any, of external (to SLU) reviewers
Applicable Criteria	12. Full criteria for college/school/center/library and, if applicable, department

Do not include in the dossier*:

- copies of publications or creative works
- individual student evaluations
- copies and/or notifications of awards (these should be listed on the CV)

*You may, however, wish to keep these items on file for review should they be requested by the University Committee.

DEFINITIONS:

- Department → Includes traditional department or analogous structure if different (e.g., discipline, program)
- Internal → SLU affiliation, including the VA and SSM
- SLU colleagues outside of the candidate's department → Colleagues with a SLU affiliation, considered "internal"
- External → Persons with no current SLU affiliation, i.e., not "internal"