

eDossiers 2023

CONTACT

For questions regarding dossier content, organization, or related items, please contact the Office of the Associate Provost for Academic Administration at 618/536-5535 for assistance.

D2L technical assistance is available from the Center for Teaching Excellence (CTE) at 618/453-2258.

FILE INFORMATION

As noted in the Provost's [Promotion and Tenure Dossier Preparation Guidelines](#), the candidate and the chair/director of the promoting/tenuring unit work in concert to assemble the contents of the dossier and verify that the dossier is properly prepared. The dossier will be presented for secure review in a standardized digital format (via D2L). Candidates may wish to maintain a paper copy of the dossier in the department/school, or for their personal records. **Paper dossiers should not be sent forward to the college or provost level.**

In order to assist with the preparation of the eDossier and to ensure material is presented in a manner conducive to evaluation and consistent with University standards, a number of templates and procedural documents have been created to guide the creation and submission of the eDossier.

Do not lock down, password-restrict, or otherwise limit PDF files used in the eDossier. The use of D2L provides confidential, restricted access to the files submitted. Your cooperation is appreciated.

A list and brief explanation of the documents and their intended use follows.

- *Use and Ordering of P&T Dossier Section Templates*
 - Provides specific guidance for the creation and modification of PDF files for submission to D2L.
 - Includes organizational guidance for all sections and items required by the *Employees Handbook* and guidance for additional departmental or college required materials.
 - Should be utilized by anyone working on the eDossier.
- *eDossier Naming Guide*
 - Provides specific nomenclature guidelines for all eDossier materials.
 - Should be utilized by anyone working on the eDossier.
- Section Templates and Document Templates
 - **Section templates** provide the required PDF templates as outlined in the *Use and Ordering* guide. Word templates are also available.
 - **These documents will be used to create the eDossier.**
 - **Document templates** provide the format guidelines and templates for specific documents that are to be included in the eDossier.
 - All documents should be converted to PDFs prior to their inclusion in the D2L eDossier.