

Approved Promotion and Tenure Format Guidelines for *Faculty Handbook* Section 3.6.5.F: “Submission of the Candidate’s Dossier.”

Colleges/schools will submit dossiers in this approved format. Submit dossier files in PDF format to the Office of the Provost on a single data drive as outlined in the annual call for nominations for promotion and tenure materials. Dossiers shall be evaluated by the candidate's dean/college committee before submission to the Promotion and Tenure Committee. Dossiers are to be collated as follows and separated with a title page for each section:

1. Standard biographical data sheet.
2. Information supplied by the candidate.
3. Information supplied by the department head/chair.
4. Evaluations and recommendations from: the dean, the department head/chair, the director of any relevant funding source (e.g.: the Alabama Cooperative Extension System, the Alabama Agricultural Experiment Station, the Scott Ritchey Research Center, etc.), faculty members, and outside referees and the rebuttal letters from the candidate.