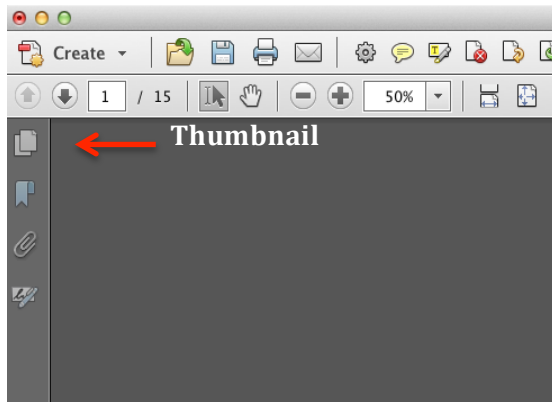


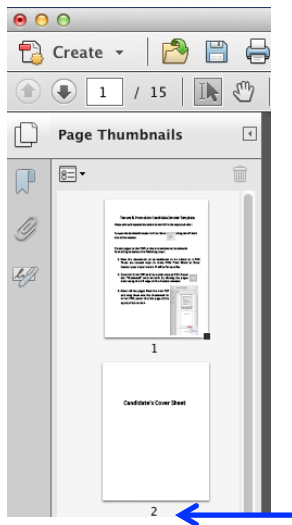
## How to Use the “Candidate PDF P&T Dossier Template”

To add each required document to this PDF under the bookmarked Title Pages follow these steps:

1. Save the documents to be added as a PDF. To make a PDF from Word or Excel:
  - a. Go to: **File**
  - b. **Save as**
  - c. From the **Format** pull down menu select **PDF**
2. Open the “Candidate PDF P&T Dossier Template”
3. Click the “Thumbnail” view on the left side of the document



4. This will display the Thumbnails of the bookmarked Title Pages



5. Drag the PDF file of the document you want to insert under the Title Page for that specific document (Shown as a blue arrow)
6. All the pages of that document will appear under the Title Page in the Thumbnails

# CANDIDATE DOSSIER COVER SHEET



# ITEM 1

## CANDIDATE STATEMENT



# ITEM 2 CANDIDATE CV

Signed CV Statement

Candidate Grant Chart



**ITEM 3  
VERIFICATION OF  
CONTENTS STATEMENT**



**ITEM 4  
DEPARTMENT  
TEACHING REPORT**



**ITEM 5  
DEPARTMENT  
RESEARCH REPORT**



**ITEM 6  
DEPARTMENT SERVICE  
REPORT**





**ITEM 7  
DEPARTMENT OTHER  
ACTIVITIES REPORT**



# ITEM 8

# EXTERNAL REVIEWERS

External Reviewer Chart

Candidate External Reviewer Checklist

Department External Reviewer Checklist

External Reviewer Letter Request

External Reviewer Biographies

External Reviewer Letters

List of Peer Institutions



**ITEM 9  
DEPARTMENT T&P  
COMMITTEE REPORT**



**ITEM 10  
DEPARTMENT HEAD  
REPORT**



**ITEM 11  
COLLEGE T&P  
COMMITTEE REPORT**



# ITEM 12 DEAN REPORT



**ITEM 13  
OTHER MATERIAL &  
DOCUMENTATION**

