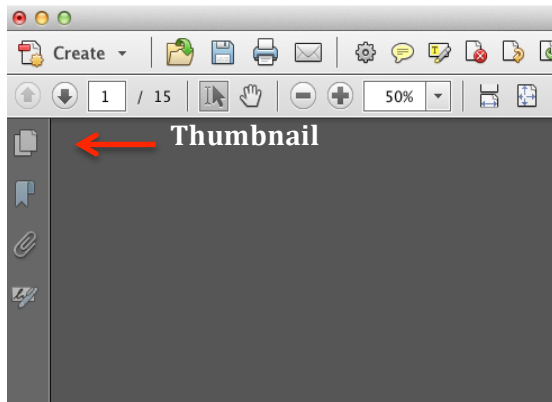


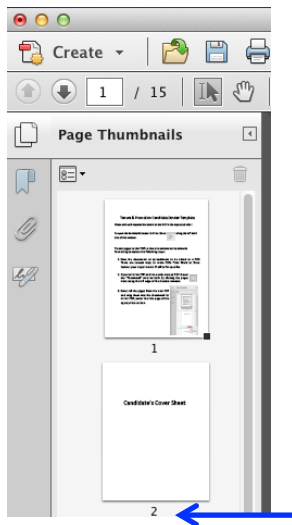
How to Use the “Candidate PDF P&T Dossier Template”

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 on Teaching, Research and Service

Item 2

Candidate CV

- Candidate CV
- Signed Statement
- Candidate Grants chart

Item 3

Verification of Contents Statement

Item 4

Department Report of
Teaching

Item 5

Department Report of
Research

Item 6

Department Report of Service

Item 7

Department Report of
Other Activities
(If Applicable)

Item 8

External Reviewers Letters

- External Reviewers Chart
- External Reviewers Letter Request
- External Reviewers Biography
- External Reviewers Letters
- List of Peer Departments if Different from AAU

Item 9

Department P&T Discussion Report

Item 10

Department Head Report

Item 11

College P&T Committee
Report

Item 12

Dean report

Item 13

Other Materials and Documentation (If Applicable)