

## **PREPARATION OF THE DOSSIER FOR HIRING AT ADVANCED RANK**

To be delivered to the Office of the Provost: two (2) packets (dossier) for each candidate. One (1) packet must contain original letters and original signatures on the "Proposal for Faculty Promotion/Tenure" form. *(Please note: If the "Proposal for Faculty Promotion/Tenure" form is reproduced for the other packet, it should be reproduced on yellow paper*

Dossiers for candidates for hiring at advanced rank with tenure are prepared as those for regular faculty with adaptations addressed in the Faculty Handbook section 303.4. Rationale and process for review of dossier are also described in the Faculty Handbook section 303.4.

Dossiers for hiring at advanced rank proceed from the college to the Office of the Provost. The Provost will review the dossier and make a recommendation to the President. The University Committee does not review dossier for faculty hired at advanced rank (Faculty Handbook section 303.04).