

Below are some organizational guidelines and notes (from CRT and the Provost) that OFA strongly encourages all candidates follow.

Please delete this file after reading. Do not upload this file with your dossier.

- Read and review the 2022 Addenda and Faculty Handbook found on the [Resources](#) page of the Faculty Hub (Pages 19-21 and 54-86).
- The [Promotion and FSR](#) website is also a valuable resource. Go to Quick Link to Candidate Resources.
- The PDF notes, samples and examples in the electronic dossier folders are for your reference only.
- **Delete all notes, samples, and example folders/files before the final submission of your dossier.**
- All documents must be in PDF format. Verify that all PDF files open after uploading.
- Do not create Box notes in your dossier.
- Do not use Box Bookmark to post links.
- Discuss any questions or concerns with your Department Chair first. They are there to help direct and assist you.
- For further assistance, you are welcome to contact the Office of Faculty Affairs (jasmine.robinson@lmu.edu or kat.weaver@lmu.edu).
- If you do not have documents to upload to a preset folder, you may leave it empty. Do not delete any preset folders.