Appendix, Suggested Electronic Dossier Organization
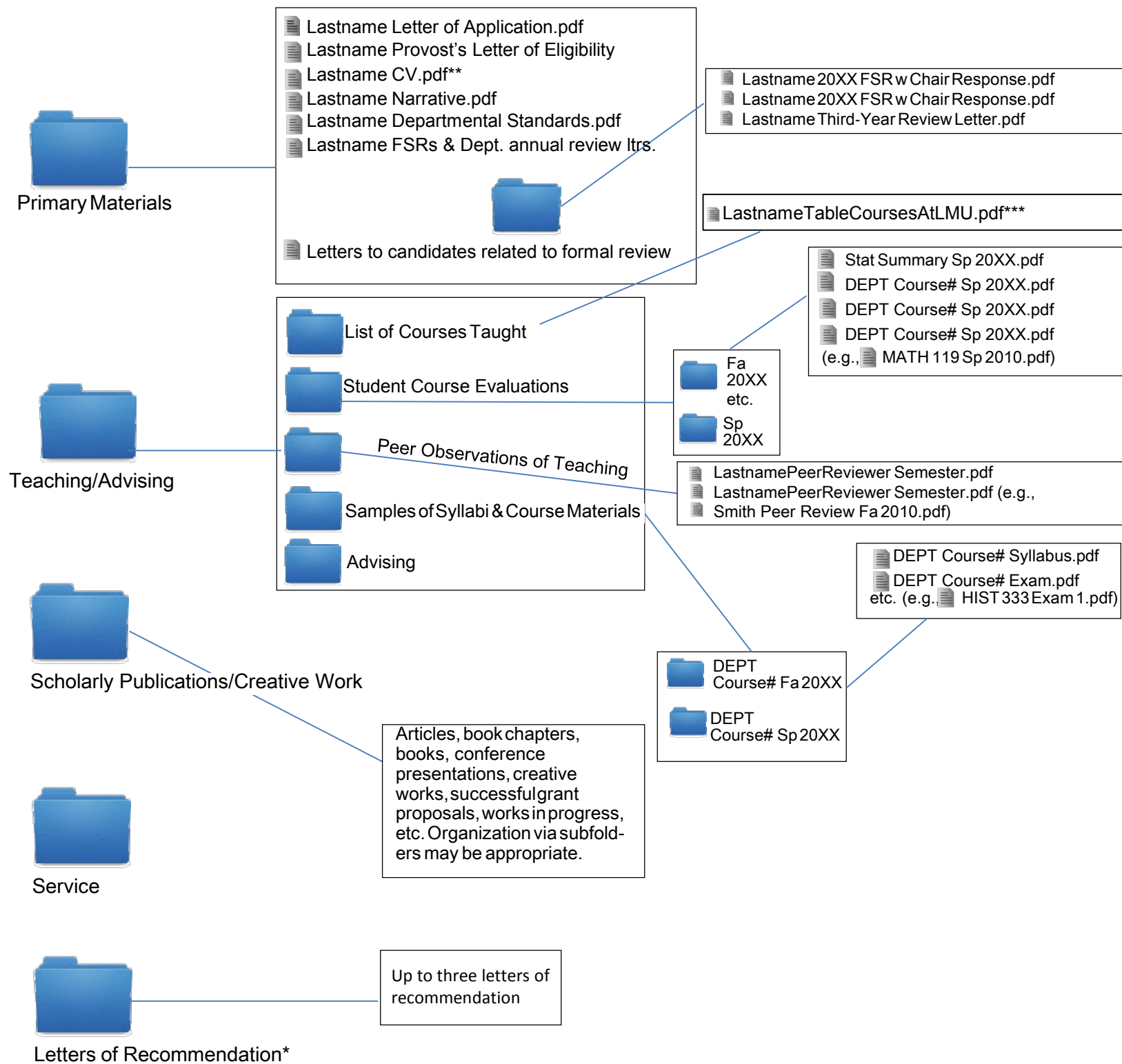
Top Folder Structure   **Subfolder Structure**   **Sub-Sub Folder Structure**

Primary Materials

- 📄 Lastname Letter of Application.pdf
- 📄 Lastname Provost's Letter of Eligibility
- 📄 Lastname CV.pdf**
- 📄 Lastname Narrative.pdf
- 📄 Lastname Departmental Standards.pdf
- 📄 Lastname FSRs & Dept. annual review ltrs.

  (folder)

- 📄 Letters to candidates related to formal review

- 📄 Lastname 20XX FSR w Chair Response.pdf
- 📄 Lastname 20XX FSR w Chair Response.pdf
- 📄 Lastname Third-Year Review Letter.pdf

Teaching/Advising

- 📁 List of Courses Taught
- 📁 Student Course Evaluations
- 📁 Peer Observations of Teaching
- 📁 Samples of Syllabi & Course Materials
- 📁 Advising

- 📄 LastnameTableCoursesAtLMU.pdf***

- 📁 Fa 20XX etc.
- 📁 Sp 20XX

  - 📄 Stat Summary Sp 20XX.pdf
  - 📄 DEPT Course# Sp 20XX.pdf
  - 📄 DEPT Course# Sp 20XX.pdf
  - 📄 DEPT Course# Sp 20XX.pdf
  - (e.g., 📄 MATH 119 Sp 2010.pdf)

- 📄 LastnamePeerReviewer Semester.pdf
- 📄 LastnamePeerReviewer Semester.pdf (e.g., 📄 Smith Peer Review Fa 2010.pdf)

- 📁 DEPT Course# Fa 20XX
- 📁 DEPT Course# Sp 20XX

  - 📄 DEPT Course# Syllabus.pdf
  - 📄 DEPT Course# Exam.pdf
  - etc. (e.g., 📄 HIST 333 Exam 1.pdf)

Scholarly Publications/Creative Work

Articles, book chapters, books, conference presentations, creative works, successful grant proposals, works in progress, etc. Organization via subfolders may be appropriate.

Service

Letters of Recommendation*

Up to three letters of recommendation

* If applicable.   ** RTRM has a suggested CV structure   *** See Appendix for suggested table structure

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