

FAQ: External Review Digital Dossiers

Reference: CAS P&T Manual, Page 20 (678 – 695)

Dean Rosen's Recommended Contents

- **Cover Page**
 - Name
 - Highest Degree
 - Department
 - Areas of Specialization
 - Current Rank
 - Proposed Rank
- **Curriculum Vitae**
 - Include DOIs or hyperlinks to your publications in your CV if available.
- **COVID Impact Statement (optional)**
- **Statement of Professional Development**
- **Publications**
 - Create a list of publications that you are showcasing in your external dossier. For multi-authored works, be sure to include a note describing your role in the development of that publication and be sure to identify which authors are your students.
 - The Dean suggests including a selection of 5-10 of your most impactful publications, depending on norms of your discipline.
 - Only items that have been accepted for publication based on all required levels of peer and editorial review are accepted for purposes of promotion and tenure. For works accepted for publication, please provide copies of letters of acceptance, agreements and contracts.
 - You should include full text PDFs in your external review dossier. You may provide a link in lieu of the full text PDF only if there are no passwords or costs associated with accessing the publication using the link provided.

External reviewers will be able to evaluate your grants, fellowships, awards, invited presentations, professional service, etc. from your CV.

Creating your External Review Digital Dossier

First, save all pieces of your dossier as individual PDF files, and name them according to how you would like each document's bookmark label to appear in your combined PDF.

Second, if page numbers are not present in your original document, you should add page numbers to each PDF file.

To paginate a PDF: Open the PDF > Tools > Edit PDF > Header & Footer > Add > Decide location and click on that field > Insert Page Number > Page Range Options (choose page range) > OK > OK

Example: If your CV is 25 pages, number it 1 to 25. If your Statement is 3 pages, number it 1 to 3.

Third, Open Adobe Pro DC > Tools > Combine Files > Add files by uploading or drag & drop - re-order them as needed > Combine.

That's it! The file names you assigned become the bookmark names. These can be easily edited as needed. Your bookmarked dossier now makes it easy for reviewers to "toggle" between sections.