

**VCAC Dossier Bookmarks List for  
Comprehensive Review, Promotion, and Tenure (CRPT) Cases  
Prepared by Carolyn Tir, Office of Faculty Affairs, August 2025**

**Background**

VCAC CRPT dossiers are electronic and consist of two separate pdf parts: main and supplemental. The main part is accessible to the candidate throughout the review process. The supplemental part is **not** accessible to the candidate and contains confidential information, including letters from randomly solicited students and mentees and letters from external reviewers. If there is no confidential information, the supplement is not necessary.

After collecting the dossier items as noted on the VCAC checklist, compile the items into the main and supplemental parts.

After compiling the main and supplemental parts, bookmark the individual dossier items as follows and in the following order.

Please submit completed dossiers via OneDrive to Carolyn Tir, Director of Faculty Personnel.

**Main Part**

- Candidate CV
- Dean's Recommendation
- Dean's Review Committee Recommendation
- Chair's Report
- Institute Director's Letter (*if applicable; for faculty rostered outside of the tenure home only, such as in an institute or the museum*)
- PUEC Report
- Faculty Statement on Scholarly and Creative Work
- Faculty Statement on Teaching (Librarianship for faculty in the University Libraries)
- Faculty Statement on Leadership and Service
- Faculty Work Impact Statement (*optional and new as of AY2025-2026; used to explain impacts on work beyond the faculty member's control*)
- Comprehensive Review Letters\* (*please include the letters from the PUEC, dean, and VCAC; they should not be individually bookmarked*)
- MOU (*if applicable; for faculty rostered outside of the tenure home only; this is the memorandum of understanding that accompanied their offer letter at the time of hire*)
- For the **multiple measures of teaching** (see below), a minimum of three MMTs is required, one of which must be the FCQs. Please bookmark the MMTs according to type. Examples of the most common MMTs are below, but it is possible to add others. If letters are solicited from students and mentees, those should be placed in the supplemental dossier.
- MMT: FCQs
- MMT: Peer Observations
- MMT: Sample Course Materials
- MMT: Class Interviews
- Primary Unit Criteria
- Sample Publications/Creative Work

## **Supplemental Part**

- MMT: Letters from Randomly Solicited Students and Mentees (*only one bookmark is needed; please do not bookmark each individual letter. If you would like to use two bookmarks to designate student letters and mentee letters, that is fine*)
- External Reviewer Solicitation Letter\*\*
- External Reviewer Key\*\*
- *Bookmarks for the **external letters of evaluation and external reviewer CVs**\*\* should contain a letter or a number (see below). Place the CV immediately after the corresponding letter. The bookmark should correspond with how the reviewers are referred to on the external reviewer key and in the review letters from the PUEC, chair, dean's committee, and dean. A minimum of six external letters is required.*
- External Letter A or 1
- External Letter A or 1 CV
- External Letter B or 2
- External Letter B or 2 CV
- External Letter C or 3
- External Letter C or 3 CV *and so on...*

*\*Comprehensive Review Letters are required for Tenure cases only (not for Comprehensive Review or Promotion to Full Professor cases)*

*\*\*External Letters and all associated documents (solicitation letter, key, and reviewer CVs) are required for Tenure and Promotion to Full Professor cases only (not Comprehensive Review cases)*