

DOSSIER ORDER

1. *Ad hoc* review committee nominations and candidate's list of UCLA faculty co-authors (**one** paper-clipped copy, loose on top)

2. Data summary

- Cover sheet must include joint appointment(s) and applicable review waiver information, site/location and acceleration/deferral information right next to the effective date (i.e. Effective Date: July 1, 2014 (2-year deferral)).
- Updated history record.
- Time off the Clock (TOC) approval, if applicable.
- Vote page(s)
- Signed review waiver form
- Pages on which activities are entered must be the current electronic versions and must be numbered correctly. There can no blank spaces on the data summary pages; enter "none" or "n/a" as appropriate.
- Bibliography should be numbered, starting with page 1.
- "Prior" certification page.
- Candidate's self-statement, 3 pages (preferred) to 5 pages (maximum)
- List of candidate's 5 most significant publications (if applicable), with a description of their significance and the role the candidate played on each publication.
- Mentoring form(s) for Assistant Professors.
- "After" certification page.

3. Departmental recommendation letter(s) in descending chronological order. If candidate is appointed in more than one department, most recent letter goes on top, regardless of which department is the home department.

4. Departmental *ad hoc* review committee report

5. Intramural referee letters

- Sample solicitation letter
- List of referees, in alphabetical order, including rank, series and step
- Letters in descending chronological order

6. Extramural referee letters

- Sample solicitation letter
- List of referees, in alphabetical order, with biographical statements
- Letters in descending chronological order

7. Peer teaching letters

1. Sample solicitation letter

2. List of evaluators, in alphabetical order
3. Letters in descending chronological order

8. Student evaluator letters
 - Sample solicitation letter
 - List of evaluators in alphabetical order
 - Letters in descending chronological order

9. Unsolicited letters
 - Sample solicitation letter
 - List of evaluators in alphabetical order
 - Letters in descending chronological order

10. Peer teaching evaluations

11. Teaching evaluation forms

12. Optional or supplemental material

13. Candidate's current CV, with date

14. Sabbatical or leave in lieu of sabbatical report (if applicable)

15. Publications with an inventory of items submitted