Electronic Dossier Format
Please bring a flash drive containing all files of your dossier to either Kristine King (in Pomona) or Holli Southern (in Lebanon) and they will create a folder for your dossier on the W: drive. Create five folders within your folder as indicated below. All documents should be placed in the appropriate folders listed below. Items such as contracts, performance appraisals, and faculty updates can be scanned as a single document with the most recent on the top. Items that require a list should be scanned with the list first followed by the items. Any items not on the list should be placed in the most appropriate folder (additional folders and sub-folders may be made as needed).

(Name) Dossier

Personal Information (folder 1)
- Personal Statement
- Curriculum Vitae
- Original Job Description
- Offer Letter
- Faculty Contracts
- Honors and Awards

Faculty Information (folder 2)
- Annual Faculty Updates
- Faculty Activity Reports
- Lectures
- Peer Evaluations
- Performance Appraisals
- Student Assessments

Scholarly Activities (folder 3)
- Abstracts
- Articles
  - Article 1
  - Article 2
- Book Chapters
- Grants
  - Funded
  - Unfunded
- Invited Talks
- Other Scholarly Activities

Professional Service (folder 4)
- Community Service
- COMP Service
- WesternU Service

Mentorship (folder 5)