Instructions on Uploading Dossier Materials in Interfolio

Note: If the candidate and/or department coordinator is uploading a word/excel document, the system will convert it to a readable pdf document. When uploading a pdf version, it must be as a pdf readable format.

When uploading dossier materials in Interfolio, please upload final versions of documents separately in each section (e.g. Cover Page, Data Summary Pages, Bibliography, etc.). The filename must correspond to the type of document being uploaded (e.g. Review Committee List). Be sure there are no blank pages uploaded in Interfolio, and that the orientation of the page(s) are correct, as the case will be returned by APO otherwise.

Data Summary
*Cover page
Joint Appointment Waiver (if applicable)
*History Record
Data summary pages (Including teaching tabulation page)
Bibliography

*Place document in the Department's Review section, if the document is **not** shared with the candidate

CV
CV

Scholarly Work: Links and Copies
Publications (pdfs or links)
Inventory of any physical items to be submitted (i.e. a hard copy of a book or bound journals)

Evaluations of Teaching
Course evaluations (in reverse chronological order)
Peer evaluation (similar to classroom observation, i.e. not confidential)

Supplemental Documents
Self-statement
Suggested evaluators (external/internal)
Bias list (external/internal)
Sabbatical report
Co-authorship statement
List of UCLA Collaborators/Co-Authors or Co-Investigators (e.g. research grants), (for hurdle cases)

Candidate Reponses & Certifications
Prior certification/s
After certification/s (e.g. split appointments)
Candidate's responses to materials/letters

External Evaluations (letters including the declinations are placed in reverse chronological date order)
List of external evaluators
Sample external solicitation letter
Un-redacted external letters (external and other UCs are grouped together)
External declinations
List of internal/IDP/ORU evaluators
Sample internal/IDP/ORU solicitation letter
Un-redacted internal/IDP/ORU letters
Internal/IDP/ORU declinations
List of student evaluators
Sample student solicitation letter

Un-redacted student letters
Student declinations
List of peer evaluators (when soliciting a letter on the basis of teaching)
Sample peer solicitation letter
Un-redacted peer letters
Peer declinations
All Redacted letters, including declinations (order: external, internal/IDP/ORU, student, peer)

<u>Unsolicited Letters</u>
List of unsolicited evaluators
Sample unsolicited letter
Un-redacted unsolicited Letters
Redacted unsolicited letters

<u>Late additions from Candidate</u>

<u>Request from the Dean, CAP or Vice Chancellor</u>

<u>Department Review</u>
Committee report
Vote page
Department letter
Chair's confidential letter
Review Committee nominations (for hurdle cases)