

Preparing TPAC Dossiers

The Office of the Dean of the Faculty is now distributing TPAC dossiers electronically, by making them available to committee members as PDF files on a secure website. These instructions are intended to assist departments in the preparation of electronic dossiers.

When you have prepared a dossier recommending an appointment (reappointment, promotion, etc.), submit **one paper copy** for review. Please do not make additional copies or finalize PDF files until you have been informed that you may do so, as there may be suggestions for revisions, deletions, re-ordering of materials, etc. Once you are given the go-ahead, follow these instructions to prepare a CD with dossier contents.

The disk should contain one full all-in-one copy of the dossier as well as individual “chapters.” Files on the disk are to be labeled and ordered as follows:

0. Full Dossier – including candidate’s name
1. TPAC Checklist
2. Cover Memo
3. Candidate’s Waiver of right to appear before the department
4. Departmental Review (if not included in Cover Memo)
5. List of Courses Taught and Enrollments
6. Summary of Course Evaluations
7. Current CV – including candidate’s name
8. Candidate’s Statements
9. Copies of Annual Reviews
10. Biographies of External Referees
11. Correspondence with Referees
12. Letters of Recommendation
13. Meeting Minutes
14. Department’s Standards and Criteria
15. Appendixes (if relevant)

Not all cases will contain all of these sections. Items that are not applicable should be omitted, such in the case of a reappointment. Please renumber accordingly.

You may find you will have several files under a single heading (Course Evaluations, Letters, etc). If this is the case create a **Folder** for the heading with your individual PDF’s inside.

One copy of the candidate’s publications and one set of the actual teaching evaluations should be submitted in hard copy. (Electronic Copies are not necessary unless otherwise requested.)

For technical help please read how to create PDF’s below.

If you have further questions contact Ed Goll at 3-2429.

Creating a PDF

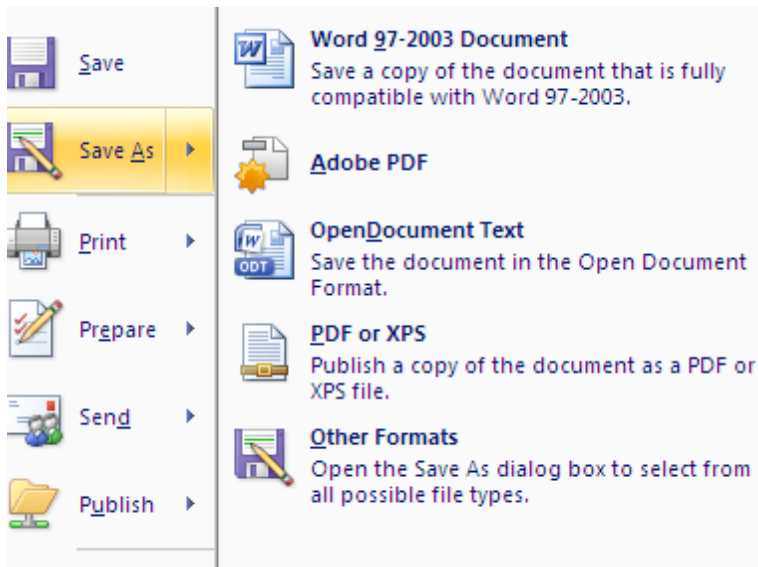
All Files should be in PDF format.



This is for security reasons so that document cannot be altered after submission.

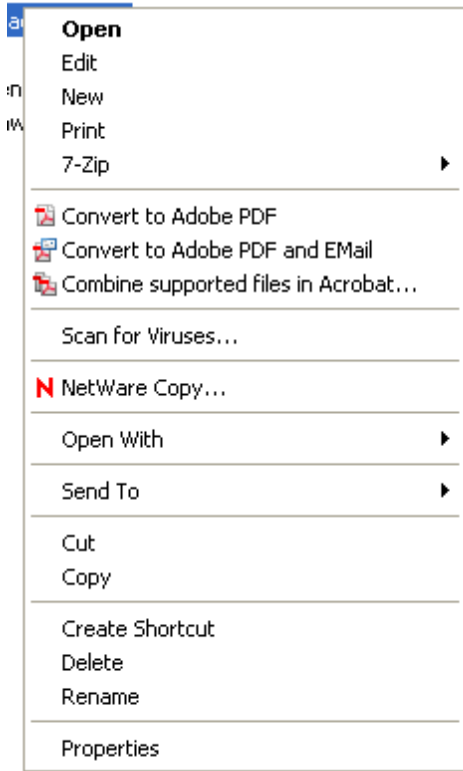
Once you have made a PDF File it is no longer editable. Save your Word documents for your records.

Most new files can be saved as a PDF using Save As.

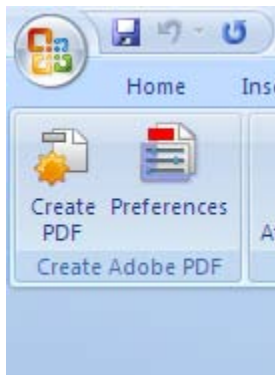


If your file is not in PDF format and you do not have the option to *Save As* a PDF after scanning or typing, use *Adobe Acrobat (Pro)*, in conjunction with *Adobe Reader* (both are downloadable through Brown CIS) to convert the files. Simply open *Adobe*, and open your document. *Acrobat Pro* will automatically convert your file to PDF for you when you open it.

Right clicking file name will give you an option to convert to adobe PDF without opening the file.

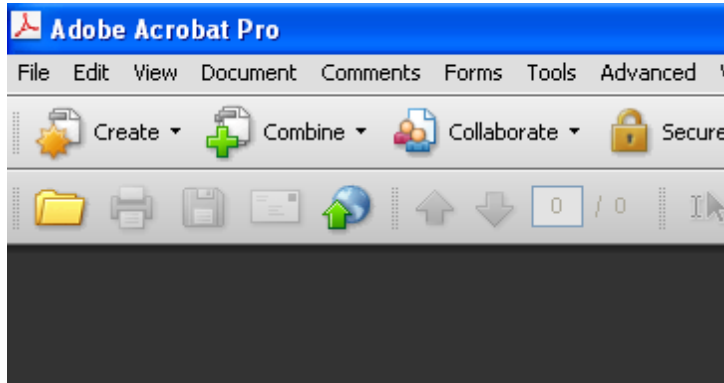


There's an option in the menu bar in the left hand corner of the latest version of *Microsoft Word as well*.



Combining Files

In order to create a full electronic dossier for the disk, you may use Acrobat 's Combine function that will easily let you import all the files you will use, move them into the correct order and combine them quickly into a Single PDF, no matter what formats they are in.



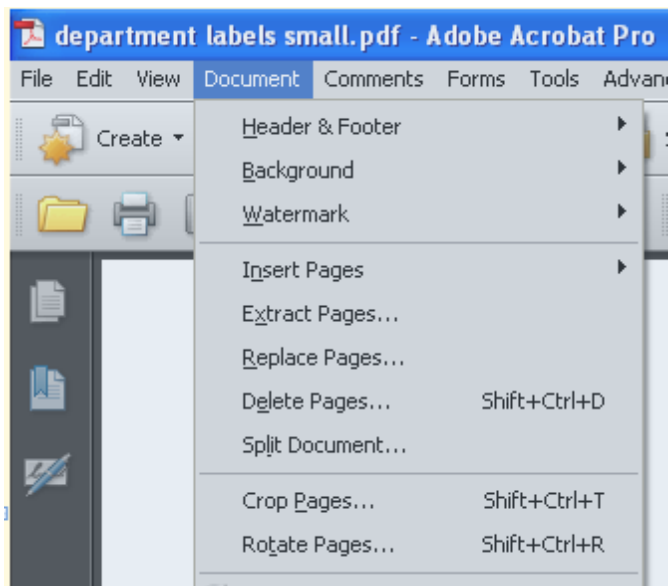
If you would like to compile a Full Dossier using only Word, you can Import your previously saved Word or Excel Documents, make one congruent file and then save the whole thing as a PDF.

This file should be named: **Full Dossier. Please include the candidate's name.**

Please remember, once you have made a PDF File it is no longer editable. Save your Word documents for your records.

If you are scanning in a full paper copy of the dossier and you do not have electronic copies of all of the materials already, please **Save** individual sections of the document as well as the fully compiled document.

In the case that you may need to Replace, Add to, Split or Delete pages in a PDF, functions may be found



under the **Document** heading.