



**CLINICAL NON-TENURE TRACK
PROMOTION AND TENURE GUIDELINES
2018-19**

PART IV

**INSTRUCTIONS FOR THE ELECTRONIC FILE AND
SUBMISSION OF DOSSIER FORMS**

- COLLEGE OF MEDICINE -

This part of the guidelines contains the instructions on how to use, complete and submit the dossier forms for Promotion and Tenure. Questions about procedures and instructions for the forms may be directed toward Gillian Coombs (312) 996-3509 | gcoombs@uic.edu, Rita Pacini (312) 996-1614 | pacinirm@uic.edu, or Rosa Setterstrom (312) 996-2667 | rosalbaa@uic.edu in the COM Office for Faculty Affairs.

GUIDELINES FOR PREPARING THE ELECTRONIC FILE OF THE P&T DOSSIER

The following guidelines provide a general overview of the steps needed to prepare the electronic file of the P&T Dossier. The final outcome at the unit level should be a Word file containing information entered onto the forms, along with PDFs of required external information and pages of the forms that require signatures. The College Level (Dean's Office) will be responsible for creating the final PDF of the Dossier Forms and inserting external PDFs provided by the unit into the appropriate sections. The College Level will also be responsible for the submission of the original hard copy and the electronic submission through Blackboard.

Instructions for the Unit Level:

1. Locate and download the forms from

<https://medicine.uic.edu/office-faculty-affairs/promotions-and-new-appointments/>

Save each form with the following naming convention: Candidate's Last Name Dossier 18-19 (e.g. Jones Dossier 18-19). Each time dossier forms are needed they should be downloaded directly from this webpage. This will prevent the use of outdated forms that are not supported by the Campus/College Level.

2. Working from the saved file of the forms, enter the required data. Do not delete, edit, or in any way manipulate the headings, page numbers or content already contained in the forms. The Word file should contain all the information that can be typed or cut and pasted from other documents. All other required information will be saved and/or scanned as a PDF. Pages already included in the forms that require signatures will be scanned and submitted along with the external information PDFs and electronic word file of the dossier forms. Once you are finished typing in all the data into the Word file you must update your table of contents.
3. Instructions to update the "Table of Contents" in the Word file:
 - Move cursor anywhere over the table of contents area on page 2 or 3
 - Right click the mouse to show the pop-up menu
 - Select "Update Field"
 - Select the radio button for "Update entire table"
 - Make sure you do this at the very end when you are ready, but still before printing pages and retrieving signatures where they're required. This will update the interactive table of contents in your word file and convert over when the college creates the PDF. When a specific section or item's text is clicked it will jump directly to that location in the dossier. This is why it is important no headings, page numbers or content is deleted or edited.
 - For any external information and pages that require signatures, please send and scan those separately once complete. The college will insert the PDFs of external information and signed originals into the final converted PDF dossier. This will ensure the table of contents will be interactive for the reviewers when reviewing the electronic dossier.
4. After you have finished creating PDFs of external information and scanning pages with signatures required, you are ready to submit the electronic Word file of the Dossier Forms and PDFs of the external information, along with the original and two hard copies, to the college level.