

| (Name of Candidate) |
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List of Supplemental Materials Included in Dossier

(For all milestone reviews)

**First**: Name this document **0.0\_List of Supplemental Materials**

**Next:**

* *Enter “N/A” or “None” into any section below if there is no content.*
* *Works in progress must be included here* ***if*** *listed on the CV.*
* *Please delete italicized instructions when list is finalized.*
* *Candidate and chair must sign and date this list.*

**Last:** After using the naming conventions below, upload all materials, including this list,to the Supplemental Materials section of the RPT app. The app will create hyperlinks for each file and store them in the Cloud, so most file formats (.jpeg, .gif, and multimedia files such as .mov, .mpeg, .wmv, etc.) are allowable.

1\_ Books

*List title and bibliographic information in reverse chronological order, starting with the most recent publication, beginning with 1.01\_. (To add a newer publication later, use 1.00.)*

*Before upload, name the file with only the numbering convention and first few words of the title.*

*If book(s) not available in PDF for upload, write “Hard Copy in College Office” after bibliographic info and deliver by December 1.*

2\_ Articles

*Include articles appearing in chapters in edited volumes and published in refereed journals.*

*List title and bibliographic information in reverse chronological order, starting with the most recent publication, beginning with 2.01\_*

*Before upload, name the file with only the numbering convention and first few words of the title.*

3\_ Research Grants

***Include*** *(and name appropriately)* ***both funded and unfunded grants****. List chronologically by oldest, starting with 3.01\_*

*Only the cover sheet is necessary for upload, unless you choose to include the full package.*

4\_ Reviews of proposals or manuscripts

*These are reviews of your own proposals/manuscripts, not those you have reviewed for peers. List in reverse chronological order, starting with 4.01\_*

5\_ Unsolicited letters

*Letters may include contributions to community; prize awards; gratitude from students and professional colleagues; contracts for future publications. Multiple letters in the same category, such as student letters, may be scanned and uploaded as a single PDF. Name each file starting with 5.01\_*

6\_ Other

*Begin each file name starting with 6.01\_, 6.02\_, etc.*

The supplemental materials listed above have been reviewed by the Chair for inclusion with the dossier.

Signature of Candidate Date

I agree that all of the materials listed above may be included in the candidate’s dossier.

Signature of Unit Chair or Committee Chair Date