FACULTY OF ARTS & SCIENCE

PROMOTION DOSSIER (TENURE STREAM)

* Promotion dossiers should be submitted electronically via OneDrive within Microsoft Office 365 as a single PDF document to the Academic Human Resources Office **no later than February 1, 2023**. Please ensure you 'share' the folder in OneDrive containing your promotion dossier.

INSTRUCTIONS FOR SUBMITTING ELECTRONIC PROMOTION DOSSIER (TENURE STREAM):

NOTE: Your computer may need additional software - Adobe Acrobat Pro - in order to merge the individual PDF documents into a single PDF document. The software can be purchased from uSOURCE. Contact your IT representative for further information and to install the software.

Step 1: Name and number the documents as they are listed below (this is important as Adobe Acrobat Pro will create navigational bookmarks using these categories)


1. Chair's Report
2. CV
3. Internal Assessments
4. External Assessments
5. Teaching Evaluation Report
6. Course Evaluations
7. Student Opinions

Step 2: Combine files. Once files are named and numbered, combine all the individual PDF documents together into one PDF document. The correct order will occur automatically in Acrobat Pro, <u>if the files are numbered as noted above.</u>
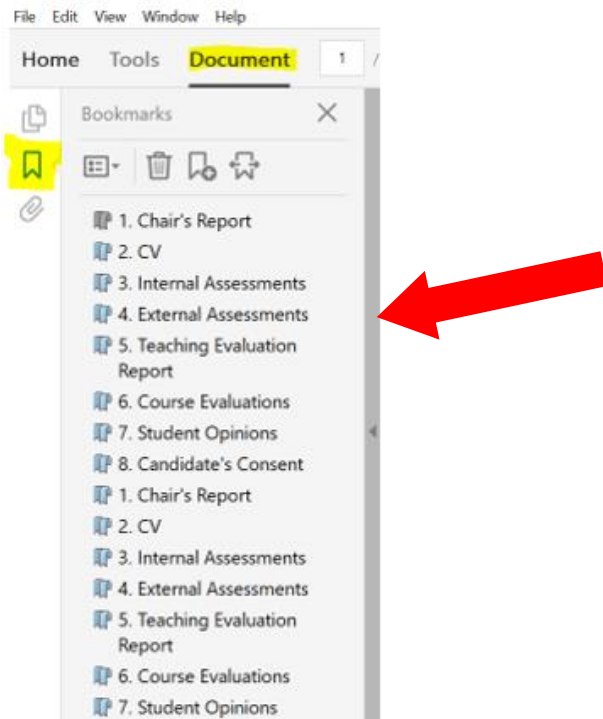
To combine all the individual PDF documents into one PDF document, highlight each document by holding down the **_Ctrl key_** and clicking on each PDF document, then **_right-click_** and choose '**Combine files in Acrobat…**'
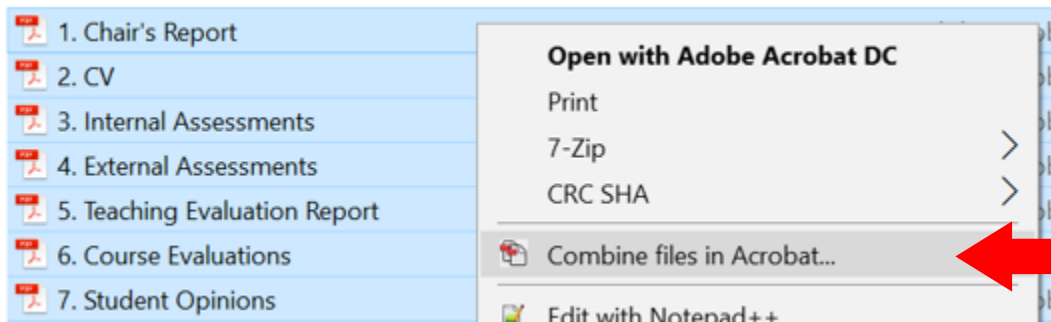
Then click on '**Combine Files**' in the bottom right-hand corner.
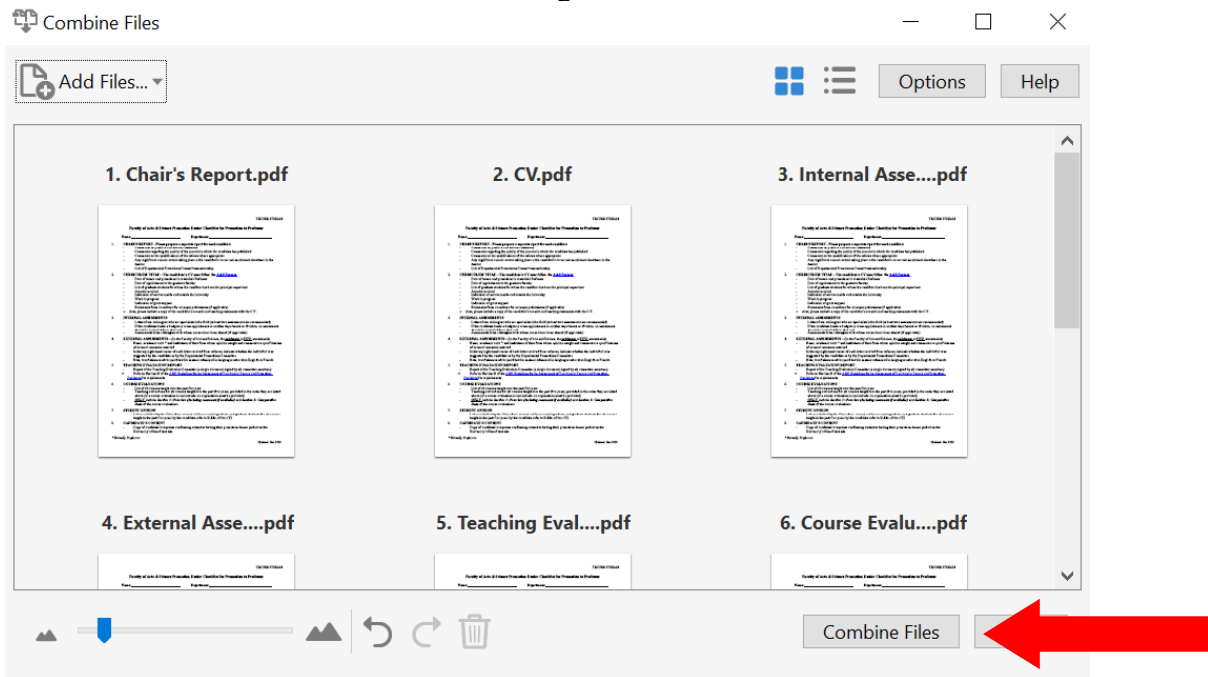
Once the files are combined, Acrobat Pro will automatically create the navigational bookmarks.

Step 3: The file should be saved as follows: SURNAME, First Name – Full name of Department/Centre/Institute/School – Stream

_i.e._

📄 DYLAN, Bob - Department of Music History - Tenure Stream

📄 BEIBER, Justin - Department of Swedish Studies - Part-Time (Non-Tenure Stream)

Step 4: IMPORTANT! Review the final document you have saved as one PDF against the documents in the original dossier to ensure that none of the materials were missed during the merging process.