August 14, 2020

MEMORANDUM

TO: Contract Renewal/Tenure/Promotion Applicants
FROM: Joseph M. Daisy, Chancellor
SUBJECT: Acceptable Binders for Contract Renewal Applications & Tenure/Promotion Dossiers

Acceptable Covers:

- 3-ring binders
  - Application – binder no bigger than 2"
  - Appendix(ies) – binder no bigger than 4"
  - No plastic sheet covers
  - No loose inserts for tab dividers (please make sure they are secured and will not fall out)
  - Both Application & Appendices must be labeled on the spine and front cover with NAME, TYPE OF DOSSIER, AND IF MORE THAN 1 VOLUME

Unacceptable Covers:

- Manila Folders

Appendices:

- Bind appendix(ies) separately

NOTE: Applications must be able to be taken apart easily to add the DPC, DC, and TPRC assessment/evaluation. It is HIGHLY SUGGESTED that only 2 binders are submitted as they must fit in the file cabinet.