**Dossier Review Quick Reference**

**Correction is required before the dossier can move forward:**

* Error in any field on the Action Form
* The department letter is missing a specific recommended action
* The department letter does not factually match the data in the dossier
* The vote reported in the letter is not clear/total correctly
* The candidate’s statement exceeds the page limit
* Inactive or broken links to student evaluations
* Missing date ranges per activity on the List of Service
* Inactive or broken links to journal articles included in the review period
* Missing proof of acceptance of in press publications
* Lines and/or asterisks are missing or incorrect on the publication list (all sections require lines/asterisks)
* Contributions to jointly authored works are missing on journals in the review period
* Items outside the review period are included in any section of the dossier except Publications and Honors/Awards (which always include the full list)
* Items are duplicated in multiple sections of the dossier
* Items are listed in the incorrect section of the dossier (i.e. graduate group membership was redefined in 2016 as Teaching: Special Advising, not Service)

**For dossiers requiring external letters:**

* Incorrect sample solicitation letter was uploaded
* List of referees is not numbered or include the appropriate labels (arms-length/not arms-length, candidate selection/department selection, received/not received)
* Referee letters are not labeled (Stamped CONFIDENTIAL, numbered per the list, arms-length/not arms-length, candidate selection/department selection, received/not received)

**Corrections that will be requested if any of the required items listed above are found:**

* Relocation of items included in any Additional Information section for which a data section already exists

**Please see VPAA checklists, prior Academic Calls, and Directives for further information on required items in the dossier.**