

## **2010-11 Quick Guidelines for Packaging Tenure and Promotion Cases**

**Original + 13** copies, sorted into manila folders (Label each folder: Original – Faculty Name, #1 Faculty Name, #2 Faculty Name and so on) Folders can be rubber banded.

Items having 2 or more pages with the same Document number should be stapled together.

It is not necessary to copy appendices

We have bankers' boxes available to package each case.

Tip: Before sending to rapid copy, assign document numbers to originals.

When case is complete, send Document Register electronically to College. This allows Dean's office to update the document register when the P&T Committee minutes and Dean's recommendation are added to the file.

Academic Affairs will return one copy of the file to the Department after CPCA meets and the case decision is complete.

Please feel free to call if you have any questions.

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