Creating your Dossier in MS Teams

Step 1: Create your Team. (Click here for more information on how to do that.)

Step 2: Name your Team with the following convention: NTT Evaluation – Firstname Lastname

Step 3: Create Main Folders
- a. Select Files in the General channel.
- b. Create the following Main Folders using the list below as a template. Be sure to use the numbers so your folders stay in the correct order.

<u>Main folders</u>
1. Candidate Materials
2. Department Evaluation Committee Letter and Transmittal Form
3. Dept Chair or School Director Letter and Transmittal Form
4. Dean Letter and Transmittal Form
5. Provost Letter
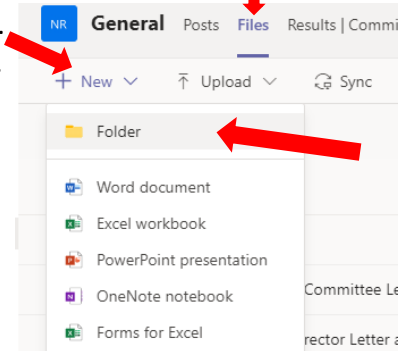
Step 4: Click on Candidate Materials folders and create the relevant folders from the list below. Be sure to use the numbers so your folders stay in the correct order.

<u>Candidate Materials folders</u>
1. Table of Contents
2. CV
3. Narrative
4. Previous reappointment recommendation letters
5. Initial Letter of Appointment and all subsequent certificates of appointment
6. Evidence of effective teaching
7. Evidence of scholarship or creative activity (if relevant)
8. Evidence of service
9. Transmittal sheet (signed)

Step 5: Add your files to the relevant folders (drag and drop).
- Resources for digitization are available on the ITL website > Digital NTT Evaluation Process.
- For guidance about criteria and evidence, see the presentation and consult with your department chair or school director.
- You can find the NTT transmittal form here.

Submitting Your File to the Evaluation Committee

Step 1: Add your Committee Chair and Department Chair to the Team. (Click here for more information on how to do that.)

Step 2: Make your Committee Chair and Department Chair owners of the Team.

Step 3: Leave the Team.