



MEMORANDUM

March 10, 2010

To: Deans, Directors, and Department Heads
From: Tom Miller, Associate Provost for Faculty Affairs
Re: **Preparation of Dossiers**

Over the last year there have been several changes to the instructions and guidelines in the preparation of dossiers. The *Office of Faculty Affairs* strongly encourages your faculty and staff involved in the development and construction of dossiers to attend this year's *informational workshop*.

This year's *informational workshop* on the preparation of dossiers for members of the faculty who are involved in the process of *Promotion and Tenure* and *Continuing Status and Promotion* for 2010-2011 will be held on:

Wednesday, April 14, 2010, 3:00PM-5:00PM

at the:

Student Union Gallagher Theatre

The 2010-2010 fillable PDFs for the new *Faculty Affairs* website are currently being developed and will be posted to <http://facultyaffairs.arizona.edu/promotion> by April 1st.

TPM/sr