How to Upload P&T Dossiers

- ➢ Create one pdf file, of the entire dossier, per candidate using the naming instructions below
- ➢ Email via SendFiles to swgray@uga.edu (multiple files may be sent in one zip file, if you wish)

P&T Dossier File Naming Instructions

lastname_firstname_appropriatefoldername

CATEGORY	FOLDER NAME
Associate Professor with Tenure	asop_tenure
Associate Professor (promotion only)	asop
Professor with Tenure	prof_tenure
Professor (promotion only)	prof
Tenure only	tenure
Clinical Associate Professor	clinical_asop
Clinical Professor	clinical_prof
Senior Lecturer	sr_lecturer
Academic Professional	acad_prof
Senior Academic Professional	sr_acad_prof

If you have any questions, please contact Sherry Gray at 2-1561 or swgray@uga.edu.