

**Guidelines for Viewing Exemplary P&T Dossiers Online**  
**Office of the Senior Vice President and Provost**  
*Updated November 2022*

The Office of the Senior Vice President and Provost makes a selection of exemplary Promotion and Tenure dossiers available for faculty review throughout the year. These dossiers (Tab 2 faculty narratives) offer good examples of the variety of ways in which faculty summarize and present their work and scholarly impact as part of their promotion and/or tenure case. These dossiers are available for faculty review via CyBox.

Please note that dossiers are confidential materials that are made available to you with the permission of their authors. You will not be allowed to share, download, or print dossiers. We respectfully ask you to refrain from copying or taking screenshots of the dossiers *in any way, for any reason*.

You can access the CyBox folder for two hours. You may review dossiers from any department or college. At the end of the two-hour period, a Provost Office staff member will remove your access. If you run out of time, you can set-up a new time to view the materials. Access can only be given during business hours.

If you are interested in reviewing dossiers, please contact Mel Lee at [mklee@iastate.edu](mailto:mklee@iastate.edu) or call the main office at 515-294-9591. Indicate your desired date and time to review the confidential dossiers and confirm your academic department and college.