# How to Use the "Candidate PDF P&T Dossier Template"

To add each required document to this PDF under the bookmarked Title Pages follow these steps:

1. Save the documents to be added as a PDF. To make a PDF from Word or Excel:
   a. Go to: **File**
   b. **Save as**
   c. From the **Format** pull down menu select **PDF**

2. Open the "**Candidate PDF P&T Dossier Template**"

3. Click the "Thumbnail" view on the left side of the document
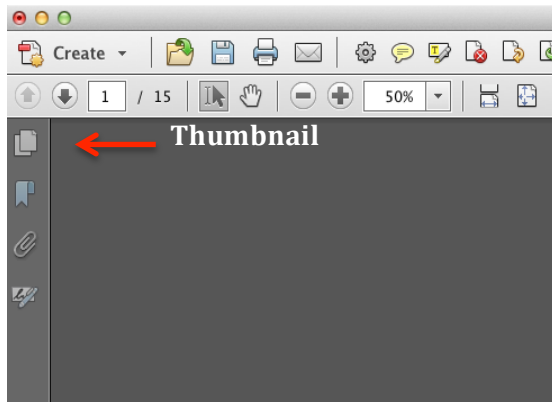
4. This will display the Thumbnails of the bookmarked Title Pages
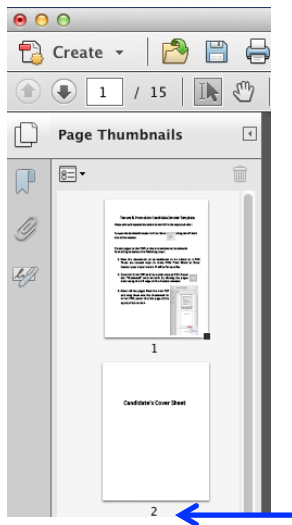
5. Drag the PDF file of the document you want to insert under the Title Page for that specific document (Shown as a blue arrow)

6. All the pages of that document will appear under the Title Page in the Thumbnails

ITEM 1
CANDIDATE STATEMENT ON TEACHING AND SERVICE
(provided by Candidate)

ITEM 2
FACULTY RECORD
(provided by Candidate)

ITEM 3
GRANTS SUMMARY CHART
(provided by Candidate)

ITEM 4
VERIFICATION OF CONTENTS STATEMENT
(provided by Candidate)

ITEM 5
FACULTY
BIOGRAPHY
(provided
by
Candidate)

ITEM 6
FACULTY
PHOTOGRAPH
(provided by Candidate)

ITEM 7
EXTERNAL
LETTERS
(provided by
Department)

ITEM 8
NON ARM'S LENGTH EXTERNAL LETTERS
(provided by Department)

ITEM 9
CAMPUS COMMITTEE REPORT
(provided by Department)

ITEM 10
CAMPUS
DEAN REPORT
(provided by
Department)

ITEM 11
MEDICAL EDUCATION COMMITTEE REPORT
(provided by College)

ITEM 12
MEDICAL EDUCATION REPORT
(provided by College)

ITEM 13
COLLEGE T&P COMMITTEE REPORT
(provided by College)

ITEM 14
OTHER MATERIALS AND DOCUMENTATION
(provided by Candidate)