# Electronic Submittals of P&T Files

July 16, 2015

In 2013-14, OAA began to welcome electronic P&T files, leaving it up to the dean’s office on the method of transmission to OAA. For 2015-16, OAA will continue to encourage deans’ offices to experiment with electronic files and again we will accept CD’s or Google docs or paper files. Please note that if you are scanning a faculty member’s file, **please create an Adobe generated table of contents** as the first page. One continuously running PDF can be difficult for reviewers to navigate.

When using an electronic method of transmission, the only two items needed as hard copy files, and sent to us, are the following:

* A summary page listing of all the files. See below for format.
* The signature appraisal sheet with original signatures for each file.

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| School/  College  (abbreviate) | Dept.  (abbre-viate) | Faculty Last Name, First Name | NTTF or Tenure- related (TR) | Dean’s Recommendation  (e.g. promote to associate professor with tenure, or promote to senior instructor II, etc.) | Method of transmission  (indicate that CD to enclosed or provide URL) |
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