Faculty and staff preparing dossiers on faculty being considered for tenure are advised to assemble the materials delineated in the APT policies in the following order:

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**COVER**

*Request for Tenure Review for Maria Estrella*

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**FIRST PAGE**

*TO:* Appointment, Promotion and Tenure Committee  

*FROM:* Nominating Committee, Classics Department  

*RE:* Recommendation for Tenure Review for Maria Estrella  

*DATE:* January 12, 2001

This dossier is comprised of the following documents:

**Table of Contents**

**Section I**  
A. Letter of Approval from the Provost for Tenure Track Position in Classics  
B. Nominating Committee Recommendation

**Section II**  
A. *Vita* and Personal Statement of Maria Estrella

**Section III**  
A. Letter Requesting Review for Tenure to Outside Reviewers  
B. Letters Received from Outside Reviewers  
C. Curriculum *Vitae* of Outside Reviewers

**Section IV**  
A. Teaching Evaluations  
B. Letter of Evaluation from Students/Alumni  
C. Reviews of Books by Maria Estrella (Books submitted to APT Chair)  
D. Articles and Excerpts from Publications by Maria Estrella

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PROCEED WITH EACH SECTION