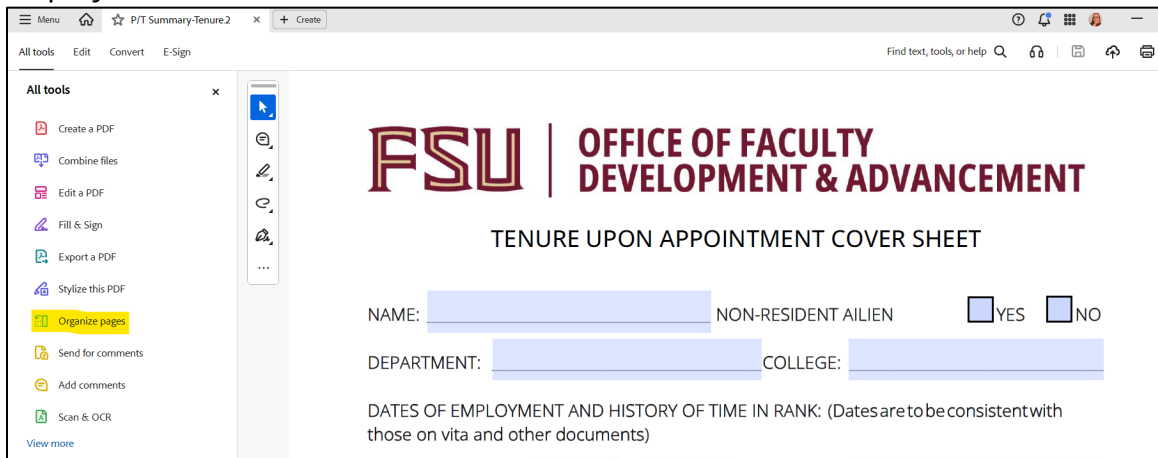


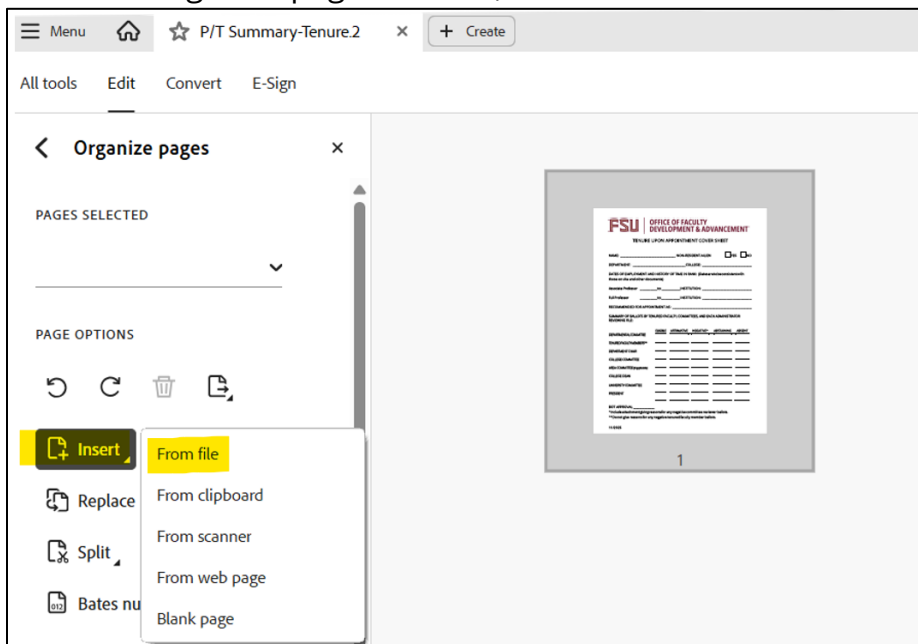
COMBINING/INSERTING PDF FILES

For Windows. If you are using a Mac, instructions can be [found here](#).

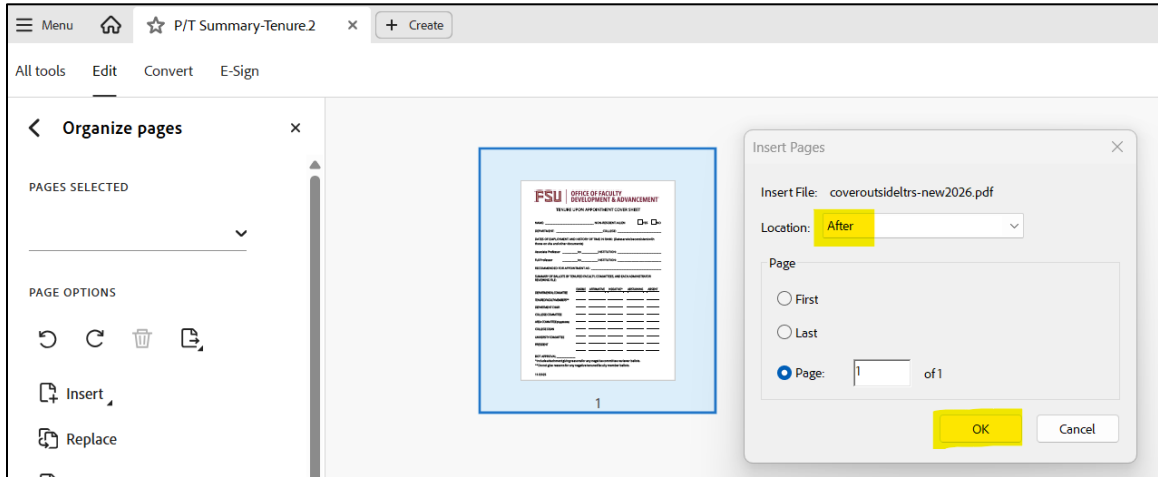
1. Open the PDF you want to use as the foundation for the combined file. (For example, for tenure upon appointment, specialized faculty promotions (including College of Medicine clinical faculty), post tenure review, and sabbatical applications this is the cover sheet for the materials.)
2. From the “Tools” menu, select “Organize Pages.” The Organize Pages toolset is displayed.



3. From the Organize pages toolbar, select “Insert” then “From File.”

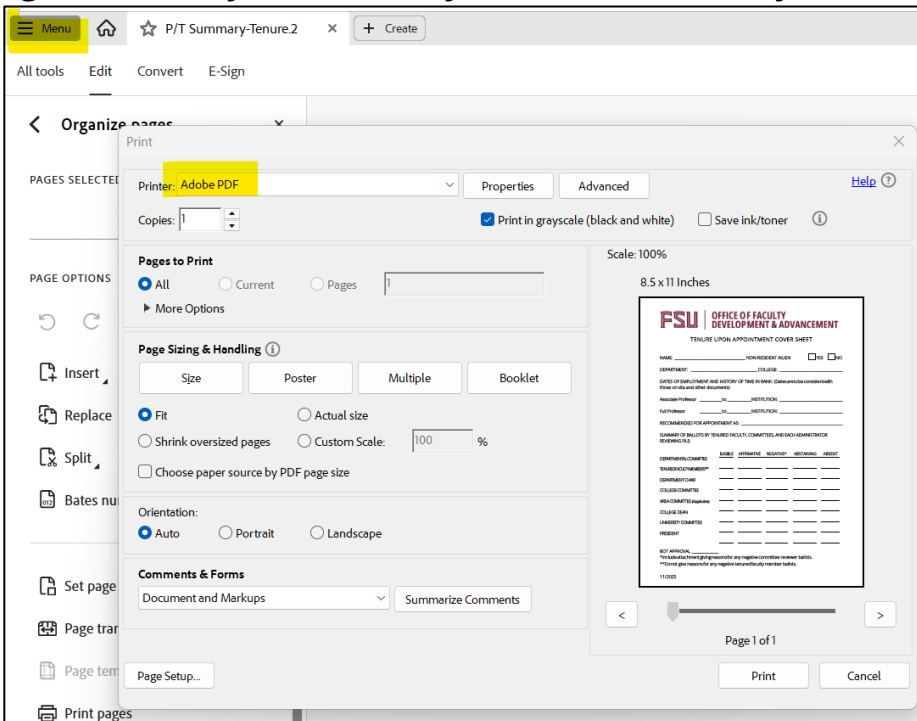


4. Select the PDF you want to insert and choose "Open."
5. In the "Insert Pages" dialog box, specify where to insert the document. Select the option as per your need from the "Location" drop-down menu then select "OK."



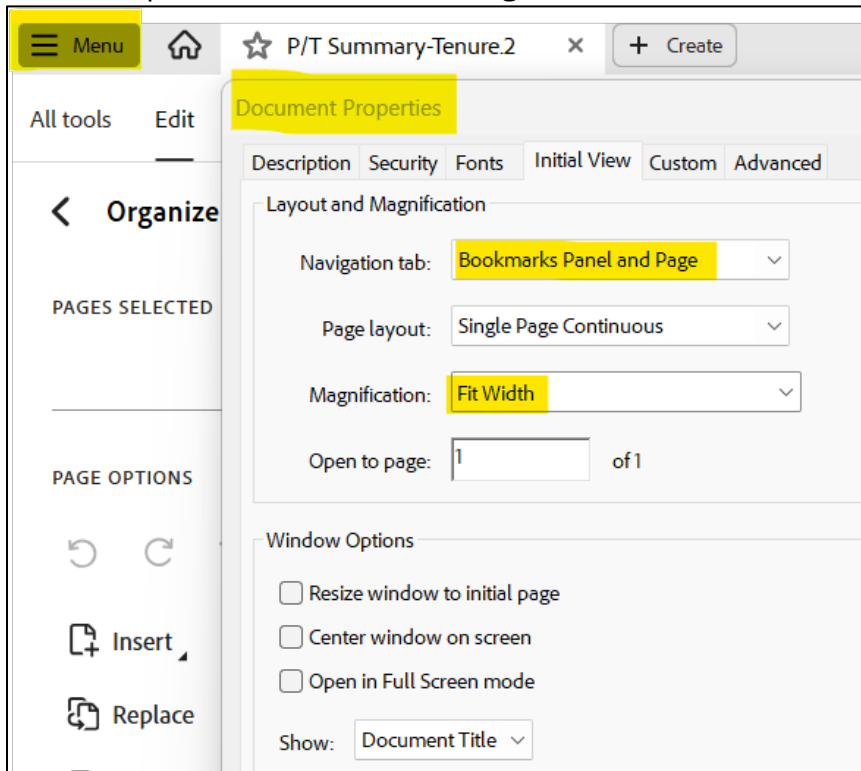
6. To leave the original PDF intact as a separate file, go to "File" in the upper left, select "Save As," and enter a new name for the merged PDF.

Note: If a PDF file cannot be inserted into another PDF because there is a digital signature or other restrictions, you will need to print the affected file to a PDF again. In the upper left, select "Menu" then "Print." Make sure "Adobe PDF" is selected as the Printer then select "Print." **Please make sure you print to a PDF again BEFORE you create any bookmarks or else you will need to redo them.**



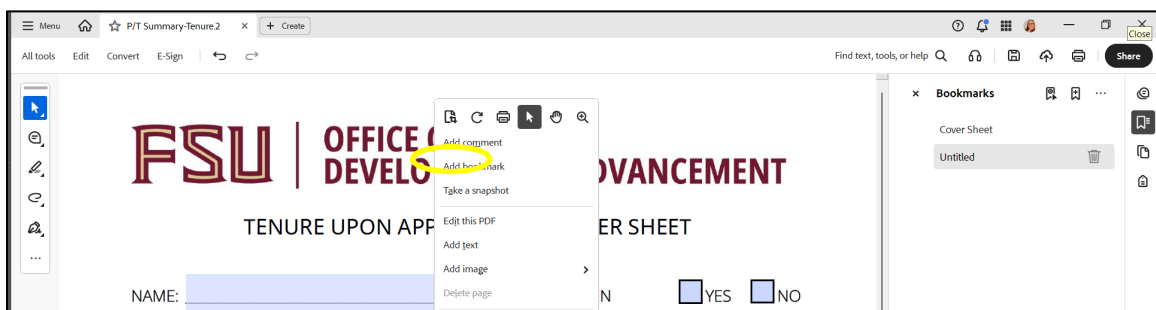
Formatting Instructions

1. Select "Menu," "Document Properties," then "Initial View Tab."
2. Make sure "Bookmarks Panel and Page" and "Fit Width" are selected.
3. Save the .pdf file with these settings.



Bookmarking Instructions

1. Open the combined PDF and make sure the bookmark panel shows on the left.
2. Right click at the top of the page you want to bookmark and select "Add bookmark."



For **Tenure Upon Appointment**, use the bookmarks below.

- Cover sheet
- Dean's Letter

- Chair/Director's Letter (if applicable)
- CV
- One-Page Summary
- Discussion of Teaching, Research and Service
- Outside Letter #1
- Outside Letter #2
- Outside Letter #3

For **Specialized Faculty Promotions**, use the bookmarks below.

Teaching Faculty

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter
- Faculty Response (optional)
- Department/Unit Narrative
- College/Center Narrative (optional)
- Peer Evaluation Letter #1
- Peer Evaluation Letter #2
- Written Criteria
- Curriculum Vita
- Teaching Summary Report
- Assignments of Responsibility
- Teaching Statement
- Other Teaching Activities
- Evidence of Courses
- Grade Distribution
- SPCI Summary Forms
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence

Research Faculty

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter
- Faculty Response (optional)
- Department/Unit Narrative
- College/Center Narrative (optional)

- Outside Letter #1
- Outside Letter #2
- Outside Letter #3
- Written Criteria
- Curriculum Vita
- Assignments of Responsibility
- Research Statement
- External Grant Funding
- Other Research Activities
- Scholarly/Creative Accomplishment #1 (keep numbering each one separately)
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence

Instructional Specialist

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter
- Faculty Response (optional)
- Department/Unit Narrative
- College/Center Narrative (optional)
- Internal Letter #1
- Internal Letter #2
- Internal Letter #3 (optional)
- Written Criteria
- Curriculum Vita
- Assignments of Responsibility
- Instructional Support Statement
- Evidence of Excellence
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence

Research Support

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter

- Faculty Response (optional)
- Department/Unit Narrative
- College/Center Narrative (optional)
- Internal Letter #1
- Internal Letter #2
- Internal Letter #3 (optional)
- Written Criteria
- Curriculum Vita
- Assignments of Responsibility
- Research Support Statement
- Evidence of Activities
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence

Librarians

- Summary Cover Sheet
- Dean's/Director's Recommendation
- Faculty Response (optional)
- Department Chair's/Supervisor's Letter
- Faculty Response (optional)
- Department/Unit Narrative
- College/Center Narrative (optional)
- Written Criteria
- Curriculum Vita
- Assignments of Responsibility
- Demonstrated Excellence
- Continuing Education/Associations
- Evidence of Librarianship #1
- Evidence of Librarianship #2
- Evidence of Librarianship #3
- Evidence of Service
- Annual Evaluation Letters
- Progress Towards Promotion Letters
- Other Evidence

Clinical Faculty

- Cover Sheet
- Negative Reasons (if applicable)
- Dean's Letter

- Faculty Response (if applicable)
- Chair's/Supervisor's Letter
- Faculty Response (if applicable)
- College Committee Narrative
- Department Committee Narrative
- Outside Letters Cover Sheet
- Sample Outside Letter
- Outside Letter #1 (this should include the outside letter coversheet and letter together)
- Outside Letter #2
- Outside Letter #3
- Written Promotion Criteria
- CV
- Teaching Summary Report
- Summary of Major Accomplishments
- Statement on Teaching, Research and Service
- Course Evaluation Summary
- SPCI Summary Forms
- Syllabus #1
- Syllabus #2
- Scholarly Work #1
- Scholarly Work #2
- Annual Evaluation Form 2024
- Annual Evaluation Form 2023 and so on...
- Progress Towards Promotion Letters (can be combined as 1 document)

For **Post-Tenure Review**, use the bookmarks below.

- Cover Sheet
- Dean's Letter
- Faculty Response to Review by the Dean (if applicable)
- Chair's/Director's Letter (if applicable)
- Faculty Response to Review by the Chair/Director (if applicable)
- Other Relevant Records
- Post-Tenure Review Report
- Major Accomplishments
- Other Evidence (if applicable)

For **Administrator Review**, use the bookmarks below.

- Cover Sheet
- Dean's Letter
- Administrator's Self-report
- Post-Tenure Review Report
- Research and Teaching Statement (optional)
- Annual Evaluations

For **Sabbatical Applications**, use the bookmarks below.

- Sabbatical Application
 - For one-semester applications, the supplemental application does NOT need to be bookmarked.
- Proposal
- CV
- AOR Summary
- Teaching Summary Report
- Appendix (if applicable)