**Creating the Electronic Dossier**

The current method of submitting documents for review is via dropbox.uncc.edu. You must use the UNCC instance of Dropbox to upload your documents. You will login using your NinerNET ID and password. Once you are logged into Dropbox, you will see a folder with the name of the semester, for example *Fall 2020 RPT*. Inside you will find a subfolder with your name or Ninernet.
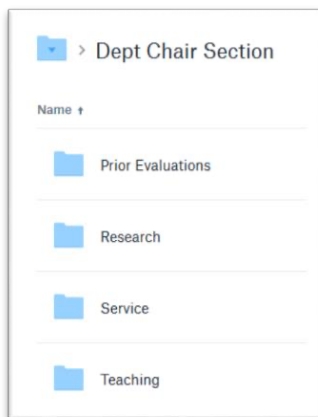
Inside of your dossier folder, the current site structure is shown in the images below. It is broken into sections for faculty section, department chair, and recommendation letters.

The Faculty Dossier Section
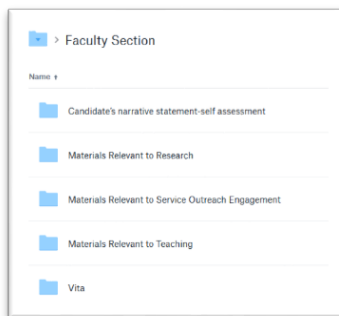


The Department Chair Section



In order to maintain ease of use and functionality, faculty and department chair documents need to conform to standards.

Some file standards to adhere to are:

· All files must be PDF format
· File names should be descriptive of the evidence
· Each evidence should be a single file where possible

· All text should be oriented correctly for readability
· File size should be kept to minimum, especially on scanned PDFs

**For technical support or document creation assistance, please visit [https://help.uncc.edu](https://help.uncc.edu) to submit a help ticket.**