

# Last Minute Checklist

- Are all uploaded documents in PDF form?
- Moved all Current Recommendations into Prior Administrative Reviews? (Current Recommendations module should be empty but retain the title)

Double check that all content is in the correct module?

- Did you have a senior colleague review your e-dossier?
- Did you create new sub-modules for this year's student evaluations and peer reviews?
- Do you have peer reviews?
- Did you attach a new Statement of Intent?
- Did you file old narratives and materials into sub-modules with last year's dates in each of the modules?
- Have you performed a backup of your e-dossier? Please note that a backup can be used to restore your e-dossier in case it is accidentally lost.

If you have any inquiries or if something should be added to this checklist please email

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