

### Last-Minute Checklist

1. Did you make sure all your documents were converted to Adobe PDF?
2. Did you move your Current Recommendations into your Prior Administrative Reviews? Your Current Recommendations should be empty of files BUT retain the headers.
3. Did you go back through each section to make sure you have put files in all categories EXCEPT the Current Recommendations?
4. Did you have your mentor or chair review your dossier?
5. Did you create new subfolders for this year's student evaluations and peer reviews?
6. Did you attach a new statement of intent?
7. Did you file old narratives and materials into folders with last year's dates in each of the categories?
8. Do you have all supporting materials in Supplemental Materials and NOT in the narrative areas?