

**Special File Inventory Sheet**  
**Dr. -----**  
**Department of -----, Faculty of Medicine**  
**Consideration for -----, Fall 2007**  
**Last Updated: \_\_\_\_\_**

1. Material Submitted by the Candidate

2. Student Surveys/Evaluations

3. Other Material

(date) Letter from external referee, Dr. \*, University of \*

(date) Letter from external referee who requested that their identity be concealed

(date) Letter from Dr. \*, Dept. of \*, Dalhousie University

4. Departmental Committee

(date) Letter from Chair, Departmental Committee to Head/Director

*At the conclusion of this stage, the special file contained the contents as listed above.  
Dated ....*

5. Department Head/Director

(date) Letter from Department Head/Director to Faculty Committee Chair

*At the conclusion of this stage, the special file contained the contents as listed above.  
Dated ....*

6. Faculty Committee

(date) Letter from Committee Chair to Dean

*At the conclusion of this stage, the special file contained the contents as listed above.*

*Dated ....*

6. Dean

(date) Letter from Dean to President

*At the conclusion of this stage, the special file contained the contents as listed above.*

*Dated ....*