

DEPARTMENT OF PHILOSOPHY
DOSSIER SERVICE PROCEDURES

September 10, 2007

Dossier Service Staff: Elizabeth Moreau
E-mail: emoreau@uwo.ca
Dossier Office: TC316

Graduate Placement Officer: Bob Batterman
E-mail: rbatterm@uwo.ca
Office: TC307A

The dossier service is responsible for photocopying and mailing out confidential letters of reference and/or transcripts only. Clients are responsible for assembling, photocopying and mailing out all non-confidential dossier material (e.g., CV, teaching dossier, writing samples) in a separate package. The Department will not supply envelopes, postage or courier forms for non-confidential mail outs, nor will the Department mail or courier out this material. We will continue to supply letterhead for clients' covering letters, which should state that confidential letters of reference/transcripts are being sent separately by the Department.

Clients are responsible for requesting new or updated letters of reference from their referees and for ordering transcripts. Letters and transcripts should be sent to Elizabeth Moreau, TC316.

A complete and up-to-date dossier file for each client will be kept in TC307A for reference only. Clients are responsible for ensuring that the file in TC307A contains the same non-confidential material that they are mailing out. Clients should leave new and updated dossier material (e.g., a revised CV, offprints) in Bob Batterman's mailbox; out-of-town clients should mail new or updated material.

Email your dossier request to Elizabeth with the following information:

- full name and address of institution to which material is to be mailed
- which letters of reference and which transcripts are to be mailed - please be **very specific**
- the deadline for receipt of material

A minimum of two weeks= notice is needed for all requests.

FLAT RATES

- Letters and/or transcripts mailed within Canada or the US: \$2.00 (delivery takes 3-6 days)
- Letters and/or transcripts mailed overseas: \$3.00 (delivery takes 7-10 days)

The flat rates include the cost of: photocopying, cover letter, label, envelope and postage.

Letters and/or transcripts will not be sent by courier or fax. They will be mailed by Canada Post, and for Universities within Ontario by I.U.T.S.

BILLING

We will continue to give new dossier service clients a one-time \$100 credit. Billing will be calculated from September - December and from January - April.