



## Dossier Organization of Contents for Lecturer Promotion Candidates

May 3, 2017

When building your dossier, name your documents as specified below and save to a folder on your hard drive. After all materials are prepared, upload them to the appropriate sections in the **RPT (Retention/Promotion/Tenure) app** on or before your department's deadline.

A web link with step-by-step instructions will be sent when the current year's RPT app is available.

- **Curriculum Vitae**

*Your comprehensive CV must be completed in the College format (template on A&S website).*

- **Teaching Portfolio**

*Follow the guidelines on A&S website, but submit appendices separately as listed below.*

- **Summary of Student Evaluations of Teaching**

*(Use ICES/IDEA/EvalKIT Summary of Student Evaluations Form only. Do not include individual pages or comments here.)*

- **Peer teaching evaluations**

*Include at least 3 peer evaluations from the past 3 years.*

*Each PDF should be named: **Teaching eval by (last name of peer)***

- **Course materials**

*Include the syllabus and one or two samples of course materials from each course. Each document should be named **YYYY\_semester\_course number\_ (document name)***

*Examples: 2016\_spring\_ENGL422\_Syllabus or 2015\_Fall\_SOC101\_FinalExam*

- **Research Statement** (optional)

*While research is not required of lecturers, we recognize that many of our lecturers do significant research. This should be part of the record.*

- **Service Statement**

- **Supplemental Materials**

- **List of Supplemental Materials**

*This comprehensive list (template on A&S website) must match the contents of this portion of the dossier and be **signed by the chair or director**. Candidate should consult with the chair or director regarding materials included.*

*When uploaded to the RPT app, all supplemental materials will be hosted in the Cloud. All of your materials, after upload, will convert to “links”, so the size or type of file does not matter. In fact, direct links can be inserted into the categories below.*

**1\_Books**

*Each book PDF should be listed on this page as:*

1.01\_ Book title, complete bibliographic info

1.02\_ Book title, complete bibliographic info

*NOTE: PDF file names, when uploaded, need only the number and first few words of the title.*

**2\_Articles**

*Each article should be listed on this page as:*

2.01\_Article title, complete bibliographic info

2.02\_Article title, complete bibliographic info

*NOTE: PDF file names, when uploaded, need only the number and first few words of the title.*

**3\_Research Grants**

**4\_Individual student comments from IDEA or EvaluationKIT**

**5\_ Unsolicited letters**

*These letters may include contributions to community, awarding of prizes, gratitude of students and professional colleagues, contracts for future publications.*

**6\_Other**

List each as 6.01\_ (description), 6.02\_ (description), etc.