



Dossier Organization of Contents for Retention (Mid-Pro), Promotion and Tenure Review 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 and you have received notification of the readiness of the **RPT (Retention/Promotion/Tenure) application**, upload documents to the appropriate sections in the app on or before your department's deadline.

- **Curriculum Vitae**

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

- **Teaching Portfolio (required if hired in 2012 or later) or Teaching Statement**

For Teaching Portfolios, follow guidelines but append each item below as a separate document.

- **Teaching Record**

Items to be included in the Teaching record section:

- **Summary of Student Evaluations of Teaching**

(Submit ICES/IDEA/EvalKIT Summary of Student Evaluations Form only. Include individual pages or comments within Supplemental Materials.)

- **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: 2017_spring_ENGL422_Syllabus or 2016_Fall_SOC101_FinalExam

- *NOTE: PowerPoint files are automatically converted to PDF when dossier is compiled. If a .Ppt file has audio, video and/or special animations, place a "read me" doc here pointing reviewers to the Supplemental Materials portion. Upload PPT file there; orig. format will be retained*

- **Research Statement**

- **Service Statement**

- **Supplemental Materials**

- **List of Supplemental Materials**

*Candidate should consult with the chair or director regarding materials included. This comprehensive list must match the contents of this portion of the dossier and be **signed by the chair**.*

All supplemental materials uploaded to the RPT app will convert to “links” so file size is not limited. Please include any/all of the below, as agreed upon by your chair.

No need to include sections if they have no content; OK to add additional sections as desired.

1_Books

Each book PDF should be named as follows, starting with the oldest publication:

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

List each article as below, starting with the oldest publication:

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

List each as:

3.01_YYYY/MM_Funding Agency, Grant name

4_Individual student comments from IDEA or EvaluationKIT

5_Reviews of grant proposals or manuscripts

List each as:

5.01_description

5.02_description

6_ Unsolicited letters

Letters may include: contributions to community; awarding of prizes; gratitude from students and professional colleagues; contracts for future publications. Multiple letters in the same category, such as student letters, may be uploaded as a single PDF.

7_Other

List each as

6.01_ (description)

6.02_ (description)