



Dossier Organization of Contents for Retention (Mid-Pro), Promotion and Tenure Review Candidates

August 1, 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 Retention/Promotion/Tenure (RPT) 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.
- **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)***
- **Summary of Student Evaluations of Teaching**
(Submit ICES/IDEA/EvalKIT Summary of Student Evaluations Form only. Include individual pages or comments within Supplemental Materials.)
- **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: Be sure to convert PowerPoint files to PDF before uploading. 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, nor is type of file. Please include any/all of the below, as agreed upon by your chair.

Note: Delete any sections below if they have no content; add additional sections if necessary.

1_Books

Starting with your most recent publication, use the numbering convention below for each book PDF. Include complete bibliographic information on this list only; the PDF file name itself needn't include anything other than the numbering convention and first few words of the title.

1.01_ Book title, complete bibliographic info

1.02_ Book title, complete bibliographic info

2_Articles

Starting with your most recent publication, use the numbering convention below for each article PDF. Include complete bibliographic information on this list only; the PDF file name itself needn't include anything other than the numbering convention and first few words of the title.

2.01_Article title, complete bibliographic info

2.02_Article title, complete bibliographic info

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

7.01_ (description)

7.02_ (description)