



Dossier Organization of Contents For Lecturer Promotion Candidates

Rev. 4.2023

When building your dossier, name each document as specified below and save as PDF to a folder on your hard drive. After you have received notification that the current version of the RPT application is available, upload your PDF documents to the appropriate **dossier sections** by your unit's deadline.

- **Curriculum Vitae**

Your comprehensive CV must be completed in the College format. (Template on [A&S website](#))

- **Teaching Portfolio**

Follow the [Teaching Portfolio guidelines](#), appending separately documents for the next three sections below.

- **Peer teaching evaluations** (upload to Teaching Record Section)

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

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

- **Student Evaluations of Teaching** (upload to Teaching Record Section)

- Summary of student Evaluations should be named: **0_Summary**

Convert Excel file to PDF before uploading.

- Individual course evaluations, named **Student Eval_YYYY_semester_course number**

The number of evaluations included should be representative, not exhaustive.

- **Course materials**

Include the syllabus and just one or two PDF samples of course materials from each course.

*Name each document: **YYYY_semester_course number_ (document name)***

Examples: 2023_spring_ENGL422_Syllabus or 2022_Fall_SOC101_FinalExam

- *NOTE: PowerPoint files must be converted 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; original format will be retained.*

- **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**

- *Candidate should consult with the chair or director regarding materials to include.*
- *Both Unit Head and Candidate must sign the list of supplemental materials*
- *All supplemental materials uploaded to the RPT app will convert to hyperlinks, so file size is not limited, nor is type of file. Please include any/all of the below, as agreed upon by your unit head.*

You may delete any sections below if they have no content, and add additional sections if necessary, but do not change the numbering convention.

1_Books

Starting with your most recent publication, use the numbering convention below for each book PDF.*

1.01_ Book title, complete bibliographic info

1.02_ Book title, complete bibliographic info

NOTE: *Include complete bibliographic information only on the list of supplemental materials. The PDF file name should include only the numbering convention and first few words of the title.*

**If a book is not available as a PDF, list here with the comment “Hard copy available in Dean’s office” and have that book delivered to Karen Roberts.*

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 need not 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 (optional)

List each as:

3.01_YYYY.MM_ Funding Agency, Grant name

4_Reviews of grant proposals or manuscripts (optional)

List each as:

4.01_ description

4.02_ description

5_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.

6_Other

List each as

6.01_ (description)

6.02_ (description)