



Dossier Organization of Contents For Lecturer Promotion Candidates

Rev. 7.2021

When building your dossier, name your documents as specified below and save as PDFs to a folder on your hard drive. Once you have received notification that the current version of the RPT (Retention/Promotion/Tenure) application is available, upload your PDF documents to the appropriate sections by your department's deadline.

- **Curriculum Vitae**

Your comprehensive CV must be completed in the College format.

Template on [A&S Lecturer Review and Promotion website](#)

- **Teaching Portfolio**

*Follow the **Teaching Portfolio guidelines**, downloadable from the [A&S website above](#), appending separately documents for the following three sections:*

- **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 of Student Evals**

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 samples of course materials from each course.

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

Examples: 2020_spring_ENGL422_Syllabus or 2019_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.

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 chair.

You may omit content from any sections below and/or 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 on this list only. 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)