



## Dossier Organization of Contents for candidates undergoing Renewal, Promotion and Tenure (RPT) Review

Rev. 9.2024

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 application is available, upload your PDF documents to the appropriate sections by your department's deadline.

**NOTE: Per the Provost, dossiers should not exceed 500 pages** (excluding supplemental materials)

- **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.
    - *(If hired prior to 2012, a detailed Teaching Statement is an acceptable alternative.)*
- **Peer teaching observations** (*upload to Teaching Record Section*)
  - Include at least 3 peer evaluations from the past 3 years.
  - Each PDF should be named: **Peer Teaching observation by (reviewer's last name, first initial)**
- **Student Evaluations of Teaching** (*upload to Teaching Record Section*)
  - Summary of student Evaluations should be named: **0\_Summary of Student Evals**
    - *Be sure to convert Excel file to PDF before uploading.*
  - Student Comments named **Student Comments\_YYYY\_course name\_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.
    - Materials from the same course taught over several semesters are not required. Please do not include every material used for every course.
  - Name each document: **YYYY\_semester\_course number\_ (title of document)**
    - Examples: 2024\_spring\_ENGL422\_Syllabus or 2023\_Fall\_SOC101\_FinalExam

➤ *\*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; original format will be retained.*
- **Research Statement**
  - Statement that describes the candidate's scholarly /creative works, including grant-funded research.
- **Service Statement**

- Statement that describes the candidate’s service contributions aligned with the expectations associated with the level of review.

- **Supplemental Materials**

- A List of Supplemental Materials, signed by the candidate and the unit head, is mandatory.
- Name it: **0.List of Supplemental Materials**
- Candidate should consult with the Unit Head regarding which supplemental 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 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\***. Include complete bibliographic information on this list only; name the PDF file with matching numbering convention and first few words of the title, as below:*

1.01\_ Book title, complete bibliographic info

1.02\_ Book title, complete bibliographic info

***\*If a PDF copy is not available**, list here with the comment “Hard copy available in Dean’s office.”  
Deliver book to Karen Roberts.*

### **2\_ Articles**

*Starting with your most recent publication, use the numbering convention below for each article. Include complete bibliographic information on this list only; name the PDF file with matching numbering convention and first few words of the title, as below:*

2.01\_ Article title, complete bibliographic info

2.02\_ Article title, complete bibliographic info

### **3\_ Research Grants, Fellowships, Awards**

*List each as:*

3.01\_YYYY.MM\_ Funding Agency, Grant name

### **4\_ Reviews of grant proposals or manuscripts**

*List each as:*

4.01\_ description

4.02\_ description

### **5\_ Unsolicited letters**

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

### **6\_ Other**

*List each as*

6.01\_ (description)

6.02\_ (description)