



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

Aug. 24, 2021

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

○ **Curriculum Vitae**

Your comprehensive CV must be completed in the College format (template on A&S website). You may add sub-categories to this template as needed, but no categories may be deleted.)

○ **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 (include the following in this section)**

○ **Peer teaching evaluations**

- *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**

- **Summary of Student Evaluations Form**
 - Name this file: **0.Summary of Student Evals**
- **Individual comments from IDEA and/or EvaluationKIT reports**
 - Name each report: **Student Eval_YYYY_(semester)_(Course number)**

○ **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: 2019_spring_ENGL422_Syllabus or 2018_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** (named: 0_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.

You may omit content from any sections below and/or add additional sections if necessary, but do not change the numbering convention. Begin additional sections with 7.

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 need not 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

***NOTE:** 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 Gardner.

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_Reviews of grant proposals or manuscripts

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)