

## FAQ: Digital Dossiers – NTT Post-Promotion Reviews for Lecturers

For more information, please see the CAS NTT manual, pages 14 - 15

Dossiers are submitted digitally as a bookmarked, PDF file to your chair. PDF files are very easy to combine into a single document with Adobe Acrobat DC.

### Creating your Digital Dossier

First, save all pieces of your dossier as individual PDF files, and name them according to how you would like each document's bookmark label to appear in your combined PDF.

- **Cover Page**
  - Include your name, department & date of appointment at GSU
- **CV**
  - Please consider adding a DOI/hyperlink to any publications included in the review period.
- **Summary of Essential Functions/Responsibilities**
  - Provided to you by your chair, this document describes your primary responsibilities under the general categories of Teaching and Service. If this document has not been provided to you before the dossier due date, it will be added into your dossier by Faculty Review Services (FRS)
- **Digital Measures Annual Reports CY 2017 – CY 2021**
  - You may generate these reports yourself, or reach out to FRS for assistance.
  - Please arrange your reports in chronological order.
- **Teaching Portfolios CY 2017 – CY 2021**

Per the College's Policy on Teaching Effectiveness, for each calendar year, please submit a teaching portfolio which contains:

  - List of all courses, independent studies, theses, etc. taught or directed during each calendar year.
  - A selection of course materials from two courses per year; one specialty course and one more general course. (Examples: syllabi, sample exams, projects, etc.)
  - **Optional:** Brief narrative highlighting teaching successes, challenges and opportunities.  
*Note: Your department's style of teaching portfolio is also acceptable. Please arrange your teaching portfolios in chronological order.*
- **Optional:** Statement of Interests and Goals - A 2-3 page statement summarizing both your teaching and service accomplishments over the past five years which also outlines your goals in these areas for the next five years. Single spaced is fine. **Current Review Period: August 2017 thru December 2021.**
- **Student Evaluations** for the review period – provided to you by FRS

Second, if page numbers are not present in your original document, you should add page numbers to each PDF file. Example: If your CV is 25 pages, number it 1 to 25. If your Teaching Statement is 3 pages, number it 1 to 3. There is no need to number your cover page.

### To Paginate a PDF

Open the PDF >Tools > Edit PDF > Header & Footer > Add Header & Footer > Place your cursor in your preferred location field > Insert Page Number > OK

Third, after your individual PDF files are prepped, drag and drop them all into Acrobat Pro's "To Be Combined" field or if you are using Acrobat Pro DC, choose Combine Files and upload or drag & drop them. Reorder the files, as needed.

Fourth, select "Combine." That's it! The file names you assigned become the bookmark names. These can be easily edited as needed. Your bookmarked dossier now makes it easy for reviewers to "toggle" between sections.