

FAQ: Pre-Tenure Review Dossier Components

Reference: CAS P&T Manual, Pages 13 - 18 & 21

Background Information

Evaluation Terminology - Candidates will be evaluated as having met or not met the standards for review in the categories of professional development, teaching, and service using the evaluative terms of *outstanding, excellent, very good, good, fair, and poor*.

Review Periods

- Annual Reports – last three calendar years **CY 2019 - CY 2021**
- Teaching Portfolios - last three calendar years **(CY 2019 - CY 2021)**
- Student Evaluations will be provided by Faculty Review Services (FRS), if applicable, for the last three calendar years **(Semester hired 2019- CY 2021)**
- The rest of the dossier covers the period since the hire date except in cases when promotion credit has been granted. In this situation, candidates with promotion credit must submit all work done during the period for which promotion credit is given. For candidates with promotion credit, the teaching portfolios may include instructional materials from their previous institution.

NOTE: Promotion Credit (aka: Probationary Credit) is received for service at other institutions and may be applied towards a candidate's time in rank thus accelerating when they are eligible for consideration for promotion. Such credit for prior service shall be approved in writing by the president at the time of the initial appointment at the rank of assistant professor or higher.

REMINDER: All of the components remain the same except:

- PDFs of your featured publications are no longer required **IF** you provide DOIs or hyperlinks to the publication(s) in your CV and **List of Publications**.
 - Common acceptable hyperlink examples include: publisher's web site, retail outlets, etc.
 - Hyperlinks to your personal web site are not allowed.
- Contributions to professional associations of an administrative nature will be counted in the service section rather than in your professional development section.
- Intellectual contributions to professional organizations should be placed in the category of professional development.

Dossier Components

You may omit sections/categories that are not applicable.

Cover Page

The following format must be used (lines not applicable should be omitted):

- Name
- Highest Degree Present Rank Department
- Date of GSU Appointment and Rank Awarded (Full or Part-time)
- Number of Years of Credit for Prior Service
- Leaves of Absence (Descriptions and Purposes)
- Dates and Places of Previous Promotions and Ranks Awarded
- Areas of Specialization within the Discipline

Curriculum Vitae

Include a paginated copy of your curriculum vitae. Please consider adding a DOI/hyperlink to any publications included in the review period.

Digital Measures Annual Reports

You may run individual reports for each of the three calendar years or include one report for the entire period.

Professional Development Category

Most of your accomplishments will fall in one of the following categories. If this is not the case, you may create new categories and list the accomplishments under the new headings.

Presentations at Professional Meetings

Provide a list of presentations at professional meetings. This list should include the title and date of the presentation, name and location of the meeting, and a one or two sentence description of the presentation.

List of Publications (Scholarly Writings in Journals, Books, Monographs, and Reviews)

For multiple-authored works and collaborative projects, be sure to include a note describing your role in the development of that publication and be sure to identify which authors are your students.

- a. Published articles and those accepted for publication
- b. Published book chapters and those accepted for publication
- c. Published books and monographs and those accepted for publication
- d. Book reviews, abstracts, and reports

Documentation Requirements

Include DOIs or hyperlinks to your publications if available. Link examples include: publisher's web site, retail outlets, etc. If the DOI or hyperlink is unavailable, you should include PDFs of your articles, book chapters, books, reviews, etc.

IMPORTANT: Only items that have been accepted for publication based on all required levels of peer and editorial review are accepted for purposes of promotion and tenure. For works accepted for publication, please provide copies of letters of acceptance, agreements and contracts.

Awards and Grants

List of scholarships, fellowships, travel awards, personal development grants, grants funded by local agencies, and grants from national agencies. You should describe your precise role in the funded research or creative activity following its mention.

Documentation Requirements

Provide official letters of award indicating the amount of the award, the schedule of funding, the period of the award, and the precise role of the investigator and any other co-principal or co-investigator in the research or creative activities funded.

Significant Professional Services

List memberships on editorial boards, activities as referee for scholarly journals, activities as referee for granting agencies, memberships on evaluation panels, and services as critic, juror, and/or consultant for professional organizations. This list should include dates of service.

Recognition by National, Scholarly, and Professional Associations

List and include titles of honors, awards, fellowships, and internships.

General Recognition within One's Discipline

Please list the following:

- a. Citations (with citation index number, if applicable) and references to your work by others.
- b. List and provide copies of your reviews of published books, films, or video productions
- c. Requests for colloquium presentations or workshops.

Specialized Professional Activities Appropriate to the Discipline

This is where you may list activities not presented in any of the other categories listed above.

Teaching Category

Teaching Portfolios

You should include your teaching portfolios from the last three calendar years. Your department's style of teaching portfolio is acceptable. For this year, you will need portfolios from **CY 2019 - CY 2021**.

Per the college's Teaching Assessment Policy, teaching portfolios should include the following for each required calendar year:

- List of all courses, independent studies, theses, etc. taught or directed during that calendar year.
- Faculty should also include a selection of course materials from two courses – ideally one would be a specialty course and one a more general course. (Examples: syllabi, sample exams, projects, etc.)
- Brief narrative highlighting teaching successes, challenges and opportunities.

Service Category

List and briefly describe objectives and contributions in the following service areas. Candidates are expected to address only those areas that apply. *Candidates should neither solicit letters concerning their service nor include them in their dossier.*

Contributions to the Department

Memberships on departmental committees, development of programs, and activities. List only contributions not related to professional development or teaching.

Assistance to Colleagues

Consultations about educational problems, reviews of manuscripts, collaboration on research projects, and contributions to programs in other concentrations, areas, or schools.

Committee Responsibilities at the College, University or System Level

Committee involvement and periods of service.

Support of Local, State, National, or International Organizations

Consultancies, memberships on advisory boards, and offices held, and include dates of service.

Significant Community Participation

Lectures, speeches, presentations performances, and short courses, and include dates.

Meritorious Public Service

Assistance to governmental agencies and development of community, state, or national resources, and include dates.

Administrative Contributions to Professional Associations

Titles, dates of term and method of selection.

Statement of Interests and Goals

A 2-page statement which outlines your current professional development and teaching projects and plans for the next three years. This may be a single-spaced statement. Please do not exceed 2 pages.

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.

NOTE: Below is the general order of recommended contents within your dossier.

- Cover Page
- CV
- Statement of Interest and Goals
- Digital Measures Annual Reports **CY 2019 – CY 2021**
- Professional Development Documentation (**Semester hired 2019 – CY2021**)
 - Presentations at Professional Meetings
 - List of Publications
 - Awards and Grants
 - Significant Professional Services
 - Recognition by National, Scholarly, and Professional Associations
 - General Recognition within One's Discipline
 - Specialized Professional Activities Appropriate to the Discipline
- Teaching Portfolios **CY 2019 – CY 2021**
- Student Evaluations for the review period – provided by Faculty Review Services
- Service Documentation (**Semester hired 2019 – CY 2021**)
 - Contributions to the Department
 - Assistance to Colleagues
 - Committee Responsibilities at the College, University, or System Level
 - Support of Local, State, National, or International Organizations
 - Significant Community Participation
 - Meritorious Public Service
 - Administrative Contributions to Professional Associations

Second, if page numbers are not present in your original document, you should add page numbers to each PDF file.

To paginate a PDF: Open the PDF > Tools > Edit PDF > Header & Footer > Add > Decide location and click on that field > Insert Page Number > Page Range Options (choose page range) > OK > OK

Example: If your CV is 25 pages, number it 1 to 25. If your Teaching Statement is 3 pages, number it 1 to 3.

Third, Open Adobe Pro DC > Tools > Combine Files > Add files by uploading or drag & drop - re-order them as needed > 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.