



# Preparing a Dossier for Promotion and Tenure

## *Research / Scholarship*

Conor T. McLennan

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# Overview



- What is a dossier and how is it organized?
- What preparation precedes creation of a dossier?
- How does one compile a dossier?
- How does the third/fifth (fourth/fifth) year review process interact with dossiers?
- What types of scholarship are valued?
- What information should one include to document scholarship properly?

# Disclaimer



- I'm one source
- Check with your colleagues, chair, dean, the contract, your departmental and/or college PRC, etc.

# Dossiers



- Organized presentations
- Artifacts embedded in context
- Documented background information
- Explanations and context are a ***significant*** portion of the dossier
- Your chance to showcase your accomplishments to the reviewers, which is of prime importance.

# How do you prepare?



- Keep copies of everything
- *Allow a lot of time for thoughtful reflection*
  - what to include, how everything fits together, etc.
- Collection and organization of materials
  - sort by major sections, such as Research, Teaching, and Service
- Explanation of content
  - how each artifact supports your argument for promotion with tenure

# Dossiers are limited in size



- Three-ring binder (size may vary) with labeled dividers
- You will fill out the binder over time as you accumulate more artifacts
- *Not* a loose box of materials
- Requirements differ by College
  - be sure you know the specific requirements by meeting with one of the department's PRC members, your chair, and/or the College PRC

# Tips



- Keep a running list – with *everything*
- Everything takes longer than you think
- Printing on dividers
- Buy a three hole puncher
- Two-sided printing
- Use superlatives whenever possible, accurate

# Superlatives and Context



- *Psychological Science – 5.090 (6.648)*
- *Social Science and Medicine – 2.710 (3.615)*





## World's Most Cited Social Science Journal



Published since 1967, Social Science & Medicine came top of the top 20 out of 629 journals, with 3,761 papers cited a total of 42,554 times to date, between 1997-2007

[Read the full press release](#) and visit the [Thomson website](#) for more information.

# Dossier Sections

*See handout distributed by Dr. Monaghan*

# Dossiers

## Present Your Accomplishments



- The burden of proof is yours
- You are the ideal guide to a tour of your professional life
- You must explain significance
- You must defuse possible objections, which requires that you anticipate them

# Make *Your* Case



- You must make it clear why your actions are both exemplary and laudable
- *You* are responsible for presenting your case within the covers of the binder
  - Remember, you know this stuff – you just have to present it in a way that the reviewers will understand

# Make *Your* Case



- This is *your story*
  - tell it in clear, strong, and unambiguous terms
- Clearly state your path to promotion
- Directly reference the artifacts in the dossier, which document your performance
- If ***you*** can't make a clear case, who can?

# Make *Your* Case



- Make it *really easy* for readers to move from the narrative to any item they may want to check
  - (e.g. from mention of peer observations to the tab of those observation reports)

# Recommendations Section



- Letters from your department PRC, college PRC, department chair, and dean
- All are likely to be explicit about:
  - areas in which your performance is acceptable
  - perceived weaknesses
- Use this commentary over time as a starting point for explaining how you have addressed potential weaknesses.

# Recommendations Section



- Initially blank for 3<sup>rd</sup> (4<sup>th</sup>) year review
- Grows over time
- The starting point for reviewers
- *Did you address the concerns voiced in earlier reviews?*
- It is OK to discuss your means of doing so
  - but don't argue

# Your CV



- Academic format
- Compare to colleagues
- No typos
- Absolutely current

# Standards for Promotion Research



- A lot of relevant information in the contract
- CSU-AAUP [contract](#), **2014-2017**
- “Appointment or promotion to the rank of associate professor ... significant scholarship or creative work in addition to his or her dissertation, although such scholarly work may be an extension or reworking of dissertation material, provided it demonstrates independent work”

# Standards for Promotion Research



## 12.12 PROCEDURES FOR THIRD AND FIFTH YEAR REVIEW

Assistant professors in their third and their fifth years of full-time service shall submit a dossier setting forth their qualifications for promotion and tenure.<sup>3</sup> Faculty credited with two years of prior service shall be exempt from submitting a dossier in their first year, but a review of such faculty shall occur in the second year of service to CSU. Dossiers shall be submitted on or before October 7 of the fourth and fifth years to the Departmental PRC, in Colleges which have opted for Departmental peer review, or to the College PRC in Colleges which do not use Departmental PRCs. Failure to submit a dossier may result in the issuance of a terminal contract.

# Standards for Promotion Research



- The current contract period ends August 2017
- Pay attention to next contract
  - especially if you are in your third or fourth year

# Research and Publication



- Must include:
  - Information about journal quality
    - rating, rejection rate, citation frequency, etc.
  - Information about co-authorship
    - credible evidence attesting to your contributions
- Applicants typically include copies of at least major publications in the dossier

# Teaching Section



- Check with your department and college about what needs to be included
- At a minimum, include:
  - Student evaluations *in summary form*
    - Comparative information (e.g. college or department means)
    - Type of course
  - Peer evaluations
    - Several courses
    - Direct observation of multiple meetings
    - Longitudinal (multiple years)

# Teaching Section



- You may include more
- Recommendations concerning demonstration of full competence in teaching
- Be prepared to rationalize/explain the results of evaluations and observation commentary
- At the very least demonstrate steady improvement of student course evaluations over time

# Service Section



- Clear listing of service activities
- Includes service to:
  - CSU – Department, College, and University levels
  - Professional organizations
  - Community
- Documentation
  - committee lists
  - letters of thanks
  - professional organization rosters, etc.
- Your FAARS are a good resource

# The Time Factor



- This is not something you throw together in a weekend
- Allow for an iterative process
- The first dossier (3<sup>rd</sup> or 4<sup>th</sup> year) is likely to take many tens of hours - maybe more
- Allow generous time prior to 5<sup>th</sup> and 6<sup>th</sup> year submissions for fine tuning

# Remember



- The 5<sup>th</sup> and 6<sup>th</sup> year dossier work takes much less time than the 3<sup>rd</sup> (or 4<sup>th</sup>) year dossier preparation because it's simply adding subsequent content and artifacts, refining, editing, and updating
- Addressing any concerns from your reviewers

# Relevant Dates

## Mark your Calendar



- Oct 7, year 3 (or 4)
  - Submit first dossier - preliminary review
- Oct 7, year 5
  - submit second dossier - preliminary review
- Sept 8, year 6
  - submit final dossier
  - *preliminary dossier sent to external reviewers (April)*

# Summary



- Document
- Organize
- Explain
- Make it easy for reviewers!
  - Almost everyone who reads your dossier will also read many others
  - Yours may be the 10<sup>th</sup> or 15<sup>th</sup> on their desk
    - *so clarity, conciseness, and organization are important*

# View an Example Dossier



- View Dr. Cate Monaghan's dossier
  - Center for Faculty Excellence (MC 212)

# From *My Dossier*



- Cover pages for each section
- Contents pages for each section



# Thank You

*Good luck!*