

DOSSIER SAMPLE for FACULTY

Your dossier needs to be submitted to your Department on a flashdrive. This is how it should look when it is opened.

NOTE: NAMING CONVENTIONS FOR FOLDERS AND FILES MUST BE FOLLOWED.

Main Folder: Candidate's Name - Last Name,First Initial, Review Level – Sample:
SmithJRetention or SmithJTenure or SmithJPromotion (Note: no spaces or symbols.)

SmithJTenure (Your dossier folder title) Below are two views: Level 1 – first view is when you open your dossier folder this is what it should look like. Then as you open each folder, Level 2 is what it should look like.

Level 1 View of Dossier

05AssignmentPerformance
06CurriculumVitae
07PersonalStatement
08TeachingPerformance
09ResearchCreativeActivity
10Service
11ProfessionalDevelopment
12Appendix
CoverSheetSmithJ (Scan in your completed and signed Cover Sheet)

Note: 05 through 12 are folders. The cover sheet is a file.

The preferred method for composing dossiers is to combine PDF files into 1 large PDF file. For example: The Research Folder would have just 1 file in it. This file would have a Table of Contents for the first page and then all research files would follow. This is done with the Adobe Acrobat Pro program. With this program you can open a PDF file and add more files to it. It is a simple procedure. We will be asking for this method for all dossiers in the next few years.

Level 2 View of Dossier

This is how your files should look when you open each of the folders.

Note: all files are just examples of what would be in each Level 2 folder.

05AssignmentPerformance (Folder)
(Files) 5aHireLetter
5bPositionDescription
5cAnnualEval2009
5dAnnualEval2008

06CurriculumVitae (Folder)
6aCurriculumVitae

07PersonalStatement (Folder)
7aPersonalStatement

08Teaching (Folder)

8aSummaryCourseEvals

8bTeachingStatement

8cAwards

8dSampleSyllabus

09ResearchCreativeActivity (Folder)

9aPublicationsList

9bStatement

9cJournalArticle1

9dJournalArticle2

9eJournalArticle3

9fBookChaper

10Service (Folder)

10aCommitteeList

10bPublicPresentations

11ProfessionalDevelopment (if applicable) (Folder)

12Appendix (list of materials if applicable) (Folder)

CoverSheetSmithJ (File) Since this is a file not a folder it will be at the bottom below the folders.