

List and Usage of eDossier Folders
Annotated version for: Clinical ranks, teaching as area of excellence

For sample edossiers, please refer to the Office of Academic Affairs website.

Each one is one pdf combining pdf files from one candidate.

These notes are based on the Campus P&T Guidelines.

=====administrative folders—NOT ACCESSIBLE TO CANDIDATE

Vote Record

Internal Review Letters

From chair, primary (department) committee, school committee, dean

External Review Letters

- One pdf containing: a document with paragraphs about each reviewer; then for each reviewer, the External Referee Form, and then their letter: letterhead, signed.
- Separate pdf containing: chair's assessment of publication outlets

~~List of referees contacted~~ ← not used by IUPUI

Solicited Letters

*Solicited by the **chair** not the candidate.*

=====candidate special folder=====

Supplemental-post submission :: Use is very unlikely. Use only for new events (publications, etc.) that occur post-submission. Reconsideration is generally not possible for promotion-only cases.

=====candidate folders=====

General

- Departmental and School criteria
- Candidate's CV in IUPUI P&T format
- Candidate's statement (5-7 pages)
- ~~Department (School) List of Prospective Referees~~
- ~~Candidate's List of Prospective Referees~~ ← not used by IUPUI

Research/Creative Activity ←leave **empty**

Even if you as an individual conduct research, you cannot present it as part of a case for promotion. You can only present teaching and service, and promotion is based only on teaching excellence (satisfactory service).

- ~~Research/Creative Activity Statement~~
- ~~Research load, expectations, goals~~
- ~~Discussion of 3-5 most significant publications/exhibitions~~
- ~~Documentation of individual contributions to collaborative/interdisciplinary work~~
- ~~Future plans for ongoing program of research~~
- ~~Research Recognition Awards, Honors, Fellowships~~
- ~~Appendix: Research or creative publications/works~~
- ~~Appendix: Grant related materials~~
- ~~Appendix: Review(s) of candidate's books, creative performances, exhibitions~~
- ~~Appendix: Additional evidence~~

Teaching: ←required

- Teaching statement :: Option A: 7 page candidate statement then leave this blank. Option B: 5 page candidate statement, and separate 2-page teaching statement. Include discussion of teaching philosophy.
- Teaching load and goals :: Brief discussion; note changes over time.
- Peer review of teaching (aggregated) :: Include your own reflection and response
- Student evaluation of teaching (aggregate) :: Include your own analysis and response
- Disseminated scholarship on teaching and learning [A] :: **Required.** Here, **discuss** key items of dissemination. The *actual* items will go in the Appendix.
- Impact of instruction on teaching and learning [B] :: Required. Reference program and IUPUI learning outcomes.
- Undergraduate and/or graduate research mentoring and outcomes [C] :: Provide a discussion. List, or refer readers to the CV.
- Course, curricular and professional development [D] ::

==Out of A, B, C or D, one at least will represent a special focus. A is required for everybody. C may not be required for everyone.==

- Teaching recognition—grants, awards, honors, fellowships :: List and also describe and place in context (national? Disciplinary-field?)
- Appendix: Teaching publications :: Actual copies of disseminated materials.
- Appendix: Sample of course materials :: Required. Check with school to see how many courses or years to include.
- Appendix: Student course evaluations :: Raw material. Check with school.
- Appendix: Peer evaluations :: Required, at least two.
- Appendix: Unsolicited letters from former students :: As available
- Appendix: Additional Evidence :: Label carefully
- Appendix: Candidate Solicited Letters :: As available

Service/Engagement: ←required

- Service Statement (if applicable) :: Omit
- Evidence of Service to the University, School and Department

At least some service to the department/school/university is required. Here, discuss as well as list. .

- Evidence of Service to the Profession/Discipline [A]
- Evidence of Service to the Community/Civic Engagement [B]

[A, B] may be omitted or combined

- Significance, impact, quality of professional service :: Can omit
- Evidence of scholarly publications, presentations, or other means of dissemination :: Can omit (not needed for satisfactory)
- Service recognition—grants, awards, honors :: List and describe
- Appendix: Service publications :: Not expected
- Appendix: Evaluations by clients, patients, or service recipients :: Consider if this can be framed as teaching.
- Appendix: Grant related materials :: Not expected
- Appendix: Other evidence of service/engagement :: Not expected