

List and Usage of eDossier Folders
Annotated version for: TT, balanced case
Purdue does not recognize promotion in balanced cases
*Purdue requires **excellence** in a chosen area*

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 ← rarely used. Use only for events (new publications, grants, etc.) that occur after submission. Also used for tenure-case reconsideration documents.

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

General

- Departmental and School criteria
- Candidate's CV in IUPUI P&T format
- Candidate's statement (5-7 pages) :: 7-page format most likely to reflect the case as a whole
- ~~Department (School) List of Prospective Referees~~
- ~~Candidate's List of Prospective Referees~~ ← not used by IUPUI

Research/Creative Activity ←required. ("highly satisfactory")

- Research/Creative Activity Statement :: Discuss briefly how research is expressed in your career.
- Research load, expectations, goals :: Descriptive.
- Discussion of 3-5 most significant publications/exhibitions :: **Highly important**. While the 3-5 items should have been published in-rank, you can refer to prior, foundational, work. Demonstrate highly satisfactory research skills and accomplishments.
- Documentation of individual contributions to collaborative/interdisciplinary work :: Descriptive. Letters from co-PIs, co-authors, very valuable.
- Future plans for ongoing program of research :: Essential for associate-with tenure case.
- Research Recognition-Awards, Honors, Fellowships :: Describe and place in context
- Appendix: Research or creative publications/works :: Copies of the most important items.
- Appendix: Grant related materials :: Include funded proposals, and **must include** reviews of unsuccessful proposals.

- Appendix: Review(s) of candidate’s books, creative performances, exhibitions :: Most important for creative activities, or for books; seldom needed for articles.
- Appendix: Additional evidence :: Label files carefully.

Teaching: ← required. (“highly satisfactory.”)

- Teaching statement :: Include an explicit teaching philosophy.
- Teaching load and goals :: Descriptive.
- Peer review of teaching (aggregated) :: Required; provide reflection and response.
- Student evaluation of teaching (aggregate) :: Required; provide analysis and response
- Disseminated scholarship on teaching and learning [A] :: Some is **required**. Dissemination is not required for ‘satisfactory’ but is required for anything beyond satisfactory.
- Impact of instruction on teaching and learning [B] :: Required.
- Undergraduate and/or graduate research mentoring and outcomes [C] :: May go here or in research section.
- Course, curricular and professional development [D] :: Possible.

For [A, B, C, D] one or more will be a special strength, in order to be judged ‘highly satisfactory’

- Teaching recognition—grants, awards, honors, fellowships :: Describe and place in context
- Appendix: Teaching publications :: Actual items [For books, a scan of a key section is sufficient]
- Appendix: Sample of course materials :: Required; **check with school** for scope (years, courses)
- Appendix: Student course evaluations :: Raw, required.
- Appendix: Peer evaluations :: Raw, required.
- Appendix: Unsolicited letters from former students :: As available
- Appendix: Additional Evidence :: Label files carefully
- Appendix: Candidate Solicited Letters :: Letters solicited by the chair go into the administrative section.

Service/Engagement: ← (“highly satisfactory”)

- Service Statement (if applicable) :: Include an explanation of how it is beyond satisfactory
- Evidence of Service to the University, School and Department [A]
- Evidence of Service to the Profession/Discipline [B]
- Evidence of Service to the Community/Civic Engagement [C]

[A, B, C] As long as there is significance, not all of these are required. There must be *some* service within the university. These may be discussed in a single pdf placed in the first folder.

- Significance, impact, quality of professional service :: **Highly important**. Discuss evidence of quality and impact.
- Evidence of scholarly publications, presentations, or other means of dissemination :: Required.
- Service recognition—grants, awards, honors :: Describe and place in context
- Appendix: Service publications :: Actual items. For books, a scan of a key section is sufficient.
- Appendix: Evaluations by clients, patients, or service recipients :: For some forms of service, consider requesting the chair to solicit letters.
- Appendix: Grant related materials :: Include funded proposals **and unfunded grant reviews**
- Appendix: Other evidence of service/engagement :: Label files carefully.