

List and Usage of eDossier Folders  
Annotated for Clinical Track, balanced case  
*Purdue does not recognize 'balanced case' for promotion*

**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 ← used for **new materials** (e.g. publications now accepted, or grants received.) Avoid using for "new arguments" (same CV, different explanations). Also use in the case of formal *reconsideration*.

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

General

- Departmental and School criteria
- Candidate's CV in IUPUI P&T format
- Candidate's statement (5-7 pages) :: Use 7-page format because there is no single area of excellence
- ~~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.*

*Clinical faculty can only present teaching and 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: ← must be included

- Teaching statement :: Include in a 7-page candidate statement
- Teaching load and goals :: Short, descriptive. Address here or in statement, teaching philosophy
- Peer review of teaching (aggregated) :: **Required**, at least 2 from fellow faculty.
- Student evaluation of teaching (aggregate) :: **Required**. Discuss trajectory over time.
- Disseminated scholarship on teaching and learning :: **Required for "highly satisfactory."**
- Impact of instruction on teaching and learning :: Discuss, with evidence; relate to program or campus learning outcomes.
- Undergraduate and/or graduate research mentoring and outcomes :: Mentoring of students may go into Service.
- Course, curricular and professional development :: Discuss.
- Teaching recognition—grants, awards, honors, fellowships :: Include if there are any items.
- Appendix: Teaching publications :: At least some dissemination is required.
- Appendix: Sample of course materials :: **Check with school for scope** (number of courses, years)
- Appendix: Student course evaluations :: Raw course evaluations required. **Check with school**
- Appendix: Peer evaluations :: Raw evaluations.
- Appendix: Unsolicited letters from former students :: Not required.
- Appendix: Additional Evidence :: Label files carefully.
- Appendix: Candidate Solicited Letters ; ; Would be most applicable to mentoring relations.

Service/Engagement: ← must be included

- Service Statement (if applicable) :: Option A: 7 page candidate statement then leave this blank. Option B: 5 page candidate statement, and separate 2-page service statement.
- Evidence of Service to the University, School and Department :: Not just a listing but a reflection on its value and relation to other forms of service.
- Evidence of Service to the Profession/Discipline :: Not just a listing, but a discussion of its importance and impact.
- Evidence of Service to the Community/Civic Engagement :: Not just a listing. Either service to profession or service to community will be the main focus of the dossier/case for advancement.
- Significance, impact, quality of professional service :: **Highly important**. Describe fully for people outside of the discipline/field. Use multiple measures of impact and significance.
- Evidence of scholarly publications, presentations, or other means of dissemination :: Describe fully. Dissemination is required.
- Service recognition—grants, awards, honors :: Include as available.
- Appendix: Service publications :: Any forms of dissemination.
- Appendix: Evaluations by clients, patients, or service recipients :: Consider having the *chair solicit* client evaluations. Those would go into the Solicited Letters folder in the Administrative section.
- Appendix: Grant related materials :: Include funded grant proposals, and unfunded grant reviews.
- Appendix: Other evidence of service/engagement :: Label files carefully.