

List and Usage of eDossier Folders
Annotated for Clinical ranks, service 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 ← 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)
- ~~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: ← must be included

- Teaching statement :: Can omit.
- Teaching load and goals :: Short, descriptive.
- 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 :: Can omit.
- Impact of instruction on teaching and learning :: At least some discussion is required.
- Undergraduate and/or graduate research mentoring and outcomes :: Mentoring of students may go into Service.
- Course, curricular and professional development :: Can omit. Some course development in area of service expertise is valued.
- Teaching recognition—grants, awards, honors, fellowships :: Include if there are any items.
- Appendix: Teaching publications :: If any, not 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 service-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.