

List and Usage of eDossier Folders
Research Professor [scholar, scientist]

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.) Very rarely used for promotion 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 ← main section

- Research/Creative Activity Statement :: Option A: 7 page candidate statement, or B: 5 page statement and 2 pages here specifically on research goals.
- Research load, expectations, goals :: Describe briefly. This refers mainly to your research *conditions* (e.g. set up lab in X year, expected to maintain X % of salary in funding...)
- Discussion of 3-5 most significant publications/exhibitions :: Describe **fully. Very important.** Research scientists need not be lead PIs, but you must clearly explain **your** role and contributions. *These* items specifically must be *in-rank*, but you may also refer to previous work on which they build.
- Documentation of individual contributions to collaborative/interdisciplinary work :: Descriptive. **Letters from co-authors or co-PIs that you solicit** go here, and are very valuable.
- Future plans for ongoing program of research :: very important.
- Research Recognition-Awards, Honors, Fellowships :: Describe and place in context (national? Field or sub-field or new-field?)

- Appendix: Research or creative publications/works :: Actual copies of most important items. Can include a list with links out to web-accessible, lesser items.
- Appendix: Grant related materials :: **Must include unfunded grant reviews.** Also include funded-grant proposals or synopses.
- Appendix: Review(s) of candidate's books, creative performances, exhibitions :: Most important for creative activity and books; usually not needed for articles.
- Appendix: Additional evidence :: Miscellaneous, label files carefully.

Teaching: ←OMIT.

Even if you as an individual teach, you cannot present it as part of a case for promotion. Research faculty can only present research.

Service/Engagement: ←OMIT.

Even if you as an individual do service, you cannot present it as part of a case for promotion. Research faculty can only present research.