

List and Usage of eDossier Folders
TT, research 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.

=====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 ←largest 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. 60% devoted in first two years; set up lab in X year)
- Discussion of 3-5 most significant publications/exhibitions :: Describe **fully. Very important.** Describe how the items demonstrate originality, innovation, independence, and impact within the field. *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 for associate+tenure.**
- 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: ← 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 :: Most 'research mentoring' can be included under "Research."
- Course, curricular and professional development :: Can omit. Some course development in area of research expertise is valued.
- Teaching recognition—grants, awards, honors, fellowships :: Include if there are any items.
- Appendix: Teaching publications
- Appendix: Sample of course materials :: Put 1-2 years of syllabi here.
- 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 research-mentoring relations.

Service/Engagement: ← must be included

- Service Statement (if applicable) :: Can omit
- Evidence of Service to the University, School and Department
- Evidence of Service to the Profession/Discipline
- Evidence of Service to the Community/Civic Engagement

===A, B and C can all be included in one statement (pdf) placed in A. Do NOT simply duplicate the CV. Provide a reflective assessment/summary. There needs to be at least some service to the university/school/department =====

- Significance, impact, quality of professional service :: Can omit
- Evidence of scholarly publications, presentations, or other means of dissemination :: Can omit
- Service recognition—grants, awards, honors :: Include as available

May not have any items in the Service appendix

- Appendix: Service publications
- Appendix: Evaluations by clients, patients, or service recipients :: Letters regarding campus service can go here.
- Appendix: Grant related materials
- Appendix: Other evidence of service/engagement