

List and Usage of eDossier Folders  
TT, 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.

=====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 ← must be included; must demonstrate satisfactory research

- Research/Creative Activity Statement *omit*
- Research load, expectations, goals :: Describe briefly. This refers mainly to your research *conditions* (e.g. 40% devoted in first two years; set up lab in X year)
- Discussion of 3-5 most significant publications/exhibitions :: Describe **fully, but distinguish from research conducted in service**. *For tenure-track positions, research must be at least satisfactory, so there must be at least some research products here.*
- Documentation of individual contributions to collaborative/interdisciplinary work :: Descriptive. Consider placing letters from co-authors in appendices.
- Future plans for ongoing program of research :: brief.
- 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: not needed if grants are related to service.

- 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; must demonstrate satisfactory teaching.

- Teaching statement :: Can omit.
- Teaching load and goals :: Short, descriptive. Ensure this matches the course load listed on the CV.
- Peer review of teaching (aggregated data) :: **Required**, at least 2 from fellow faculty. You can post a summary or reflection here, and the actual reviews in the appendix.
- Student evaluation of teaching (aggregated data) :: **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 :: This may go under "Service;" some research mentoring can also be included under "Research."
- Course, curricular and professional development :: Can omit. Some course development in area of service expertise is valued; use the candidate statement to highlight the connections between service or research and teaching.
- 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 service-mentoring relations.

Service/Engagement: ← most important

- Service Statement (if applicable) :: Place a 2-page statement here OR include 2 pages in the Candidate Statement.
- Evidence of Service to the University, School and Department :: Descriptive. Distinguish between "citizenship service" (what any faculty member would do) and scholarly service—what you can contribute because of your expertise.
- Evidence of Service to the Profession/Discipline :: Important
- Evidence of Service to the Community/Civic Engagement :: May or may not be important
- Significance, impact, quality of professional service :: Highly important to demonstrate the scholarly nature of service, how it has been peer-reviewed, and what effect it has had on the profession/discipline.
- Evidence of scholarly publications, presentations, or other means of dissemination :: Essential to include (and describe) products of scholarly service. The most important 3-5 should be discussed in the Candidate Statement.
- Service recognition—grants, awards, honors :: Include as available. Include in appendices grant information related to service: awarded grant descriptions; reviews of unsuccessful grants.
- Appendix: Service publications (actual items; or, provide links to ScholarWorks (IUPUI University Library)).

- Appendix: Evaluations by clients, patients, or service recipients :: Letters regarding campus service can go here. *What the candidate solicits goes here. Arrange for the chair to solicit evaluations from clients or community professionals; that goes in the Solicited Letters folder in the administrative section.*
- Appendix: Grant related materials
- Appendix: Other evidence of service/engagement