

List and Usage of eDossier Folders
Annotated for Tenure Track: Teaching 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 **by candidate** for new materials post-submission, including formal *reconsideration* request.

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

General

- Departmental and School criteria
- Candidate's CV *in IUPUI P&T format*
- Candidate's statement (5, + 2 pages in Teaching, OR 7 here)
- ~~Department (School) List of Prospective Referees~~
- ~~Candidate's List of Prospective Referees~~ ← not used by IUPUI

HERE DOWN: 43-45 PAGES TOTAL *except appendices*

Research/Creative Activity ← must include

- Research/Creative Activity Statement :: Brief. Enough to show a research focus
- Research load, expectations, goals :: Brief, descriptive.
- Discussion of 3-5 most significant publications/exhibitions :: In research. Teaching publications will be discussed in that section.
- Documentation of individual contributions to collaborative/interdisciplinary work :: Your very brief descriptions; include letters from co-authors, co-PI here or in appendix.
- Future plans for ongoing program of research :: Brief. Enough to show continuing plans
- Research Recognition-Awards, Honors, Fellowships :: List very briefly
- Appendix: Research or creative publications/works :: Copies of key items
- Appendix: Grant related materials :: *must include reviews of unfunded grants*
- Appendix: Review(s) of candidate's books, creative performances, exhibitions :: Present evidence of impact.

- Appendix: Additional evidence :: Miscellaneous; generally *omit*.

Teaching: ← must include; probably will be approx 30 pages total (the bulk of the edossier)

- Teaching statement :: Option A: Use a 7-page candidate's statement. Then, here, articulate teaching philosophy, goals, and activities in more detail. Option B: Use a 5 page candidate statement. Then, a 2-page teaching statement here. Then, more details in other folders.
 - Teaching load and goals :: Describe teaching load, assignments, over time.
 - Peer review of teaching (aggregated) :: Thoughtful commentary and response is key; do not put raw data here.
 - Student evaluation of teaching (aggregate) :: Thoughtful commentary and response is key; *analysis over time* is needed. Do not include raw data.
 - Disseminated scholarship on teaching and learning :: **Discuss** presentations, publications, or other forms of dissemination. **Actual** works are in the Appendix. **This is the equivalent of "Discuss 3-5 most significant publications..." in Research. [A]**
 - Impact of instruction on teaching and learning :: Include course and program level; empirical evidence is strongest. **[B]**
 - Undergraduate and/or graduate research mentoring and outcomes :: Can be listings, include brief discussion of goals and approach. **[C]**
 - Course, curricular and professional development :: Describe; give **samples** in the appendix. **[D]**
- ==Out of A, B, C or D, one at least will represent a special focus. A is required for everybody. C may not be required for everyone.==

- Teaching recognition—grants, awards, honors, fellowships :: Be sure to note the scope or significance of each award.
- Appendix: Teaching publications :: Actual items to support "disseminated scholarship"
- Appendix: Sample of course materials :: Actual items to support "course...development"
- Appendix: Student course evaluations :: Actual raw data. Check with school for quantity needed.
- Appendix: Peer evaluations :: Actual raw data.
- Appendix: Unsolicited letters from former students :: As provided.
- Appendix: Additional Evidence :: Miscellaneous.
- Appendix: Candidate Solicited Letters :: As provided. *Chair-solicited letters go in the administrative section.*

Service/Engagement: ← must include. Can be very brief.

- Service Statement (if applicable) ← can omit. Or, write about a half a page as to the role of service in your faculty life.
 - Evidence of Service to the University, School and Department [A]
 - Evidence of Service to the Profession/Discipline [B]
 - Evidence of Service to the Community/Civic Engagement [C]
- ===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.===
- Significance, impact, quality of professional service ← may not have
 - Evidence of scholarly publications, presentations, or other means of dissemination ← may not have
 - Service recognition—grants, awards, honors ← may not have
 - Appendix: Service publications

- Appendix: Evaluations by clients, patients, or service recipients
- Appendix: Grant related materials
- Appendix: Other evidence of service/engagement