



Office of Academic Affairs

# Dossier Preparation

December 13, 2018

Zoom Meeting

# Agenda

The Goal, and the Path to It

Prep Work

Creating Dossier Contents

eDossier Mechanics

You



Across the  
finish line



# This session vs. “Excellence in...” session

## Excellence in....sessions

- Teaching ppt available
- Research ppt available
- Service 1/15/2019
- Balanced Case 3/5/2019

Defining

Developing

Campus resources

Trajectory, national reputation

First steps in documentation

Promotion to Full 2/12/2019

## This Dossier session:

More about documentation

- Using DMAI year by year to help accumulate evidence
- Final evidence selection criteria

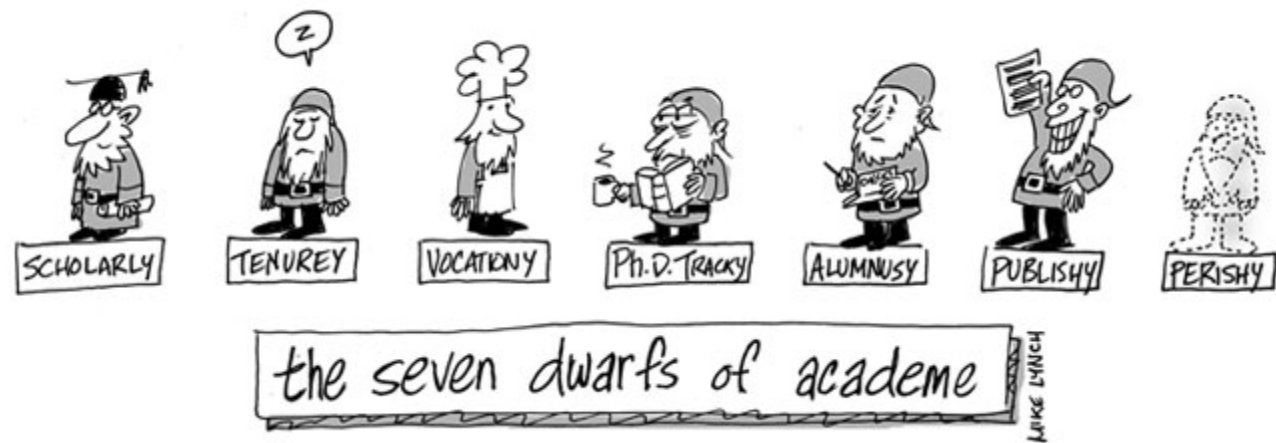
More about dossier parts

- Candidate statement
- CV
- Regular sections
- Appendices

The eDossier system

- Preparing files
- Using it





# The goal, and the path to it

# The goal

Your goal is a **clear case with convincing evidence effectively presented**



# A clear case

A clear case is one in which you:

- Have a distinct area of excellence (or coherent balance of strengths)
- Articulate what it consists of (your particular specialty) and what your plans are for the future



# Convincing evidence

## Convincing evidence:

- Is appropriate to your area of excellence and is in the form that reviewers expect such excellence to be expressed
- Meets department and school requirements for disciplinary expertise
- Meets campus standards for trajectory, reputation, and excellence
- Shows satisfactory achievement in other required areas
- Has a good balance of **raw data** and **summarization/reflection**



# Effectively presented

Effectively presented means you have:

- Fulfilled all of the technical requirements
  - This shows readers that you respect the process and their time and effort
- Avoided editing or typographical errors
  - Errors cause your readers to slow down, to stumble, and eventually to get irritated
- Presented sufficient information but **not too much**
  - Massive, undifferentiated information causes your readers to miss your main points





**Prep work**

# Collecting information *from Day One*

## General information management

- Box
- Google Docs
- OneNote
- Calendar
- Email-pdfs

## Confidentiality

encrypted  
secure  
responsible

<https://protect.iu.edu/online-safety/protect-data/index.html>



VectorStock®

VectorStock.com/3182177

## Back-ups

multiple  
cloud?  
accessible



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# IU / IUPUI data: The minimum

## Teaching:

- Student evaluations
- Peer evaluations of teaching
- Course materials (syllabi, assignments)

For tenure-track and lecturers;  
some clinical. 1-2 per year

## Research:

- Copies of disseminated items:
  - Articles/presentations/publications
  - Consider [ScholarWorks](#): persistent URL, open access = more external use
- All unsuccessful grant reviews
- Collaborative work: documentation from collaborators
- List of formal collaborators (co-authors, co-PIs).
  - *They can't be external reviewers*

## Service:

- List of offices and activities
  - Ask leaders for verification



# Preparing for an area of excellence

For non-tenure track faculty:

- Work in that area must reach the level of *dissemination* in peer-reviewed venues
- Check with your school for standards/examples

For tenure-track faculty:

- A rising trajectory
- Emerging (for associate) or attained (for full) national reputation

**Crafting an area of excellence** is a matter of judgment and coherence.

When?  
By the time you finish  
your year 3 review



Research as an **area of excellence** is  
not the exact same thing as  
Research as a **method of inquiry**

## Sample judgments re: areas of excellence

Student-co-authored articles

Dissertation committee  
chair  
member

Teaching

Presentation to local  
professionals (non-academics)

Service

[MURI](#) grants

Research



# Scholarly work = P&T-worthy

“Scholarly dissemination of your work is required to document excellence in **any** of the three areas of faculty work; to document highly satisfactory in each area of a balanced case; and also for assessment of satisfactory in research.”  
(p. 6)

What is the **audience** for your **disseminated work**?

*fellow researchers = research*

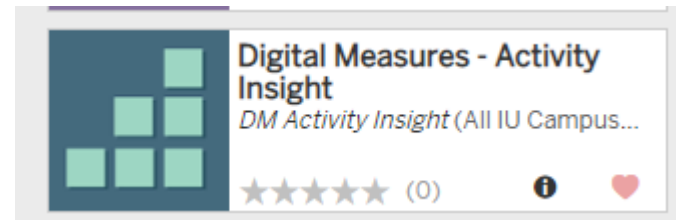
*teachers = teaching*

*practitioners = service*



# DMAI and your dossier

Digital Measures / Academic Insights  
Used **every year** for your **annual review**



## ▼ General Information

Personal and Contact Information

Biography and Expertise

Unit Affiliation - Yearly Data

Prior Work Experience

IU Appointment Data

Awards and Honors

Education

Graduate/Post-Graduate Training

Professional Development

Licensures

Media Appearances and Interviews

Professional Memberships

## ▼ Teaching

Directed Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Courses

Teaching Innovation and Curriculum Development

## ▼ Librarian Performance

Librarian Performance

## ▼ Research/Creative Activity

Artistic and Professional Performances and Exhibits

Contracts, Fellowships and Grants

Publications/Scholarship of Discovery

Scholarship of Application/Engagement

Digital Scholarship

Biographical Sketch - NIH | NSF

Intellectual Property (e.g., copyrights, patents)

Presentations

Work in Progress

## ▼ Service/Engagement

Institutional Service

Professional Service

Public Service

Clinical Service

Additional  
IUSM  
screens



# DMAI

## First time users:

- Did you use it at a previous institution? *That information can be transferred to IU*
- Import your citations (see the User Guide)
  - *Add in the 'areas' and correct missing information*
- Block out some time to add information from your CV

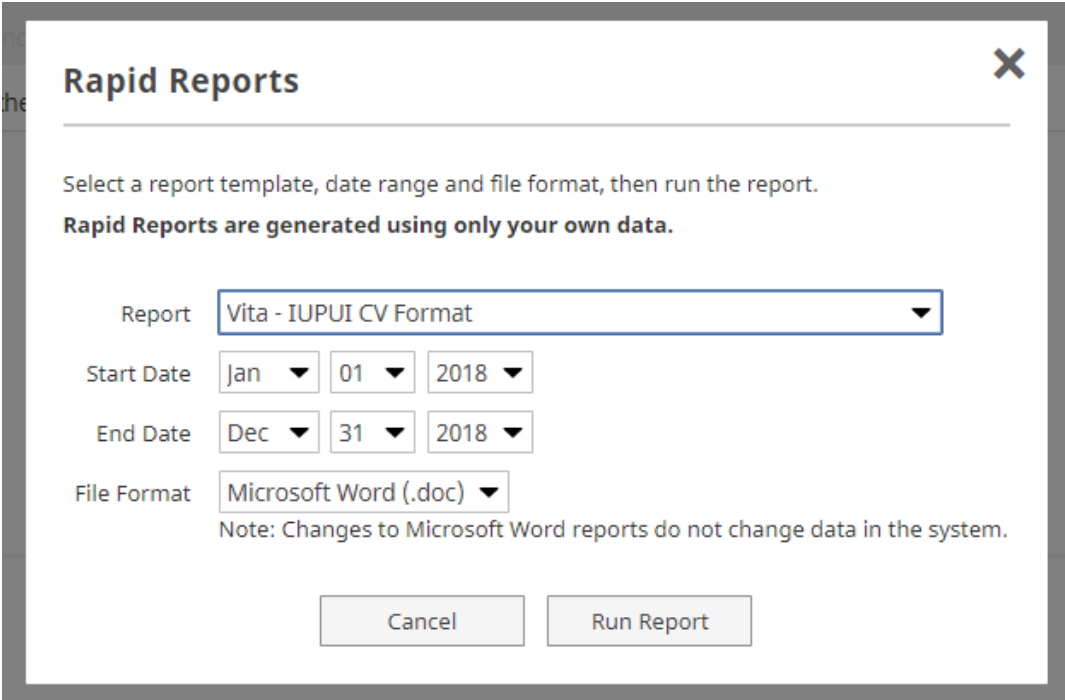
## Everybody:

- Usually due by Feb. 1<sup>st</sup> for your chair
- Every year IU **automatically adds**:
  - Course listings (including enrollments)
  - IU or external Grant information
- You can upload any number of **attachments**



# DMAI and CVs

- Rapid Reports function
  - Vita
  - Vita – IUPUI CV Format
- Materials must have *areas* and *dates* in order to be included
- Edit the course listings to omit non-taught sections



**Rapid Reports** ✕

Select a report template, date range and file format, then run the report.  
**Rapid Reports are generated using only your own data.**

Report: Vita - IUPUI CV Format ▼

Start Date: Jan ▼ 01 ▼ 2018 ▼

End Date: Dec ▼ 31 ▼ 2018 ▼

File Format: Microsoft Word (.doc) ▼

Note: Changes to Microsoft Word reports do not change data in the system.




Cancel Run Report



# IUPUI P&T CV format

## Dossier Forms

Curriculum Vitae Format for Promotion and Tenure Dossiers.

There are two different versions available--one where your information can be placed in a [table format](#)  or a [tabbed format](#) . You may also view it as a [PDF](#) . Omit headings that do not apply to your career. If you have additional categories, place them in the most logical area, consistent with this format. As long as you include all the requested information in the order presented, you are not required to use the tabbed or tabled format provided. Adherence to the IUPUI order and requested information will foster consistency as well as facilitate effective and efficient dossier review.

[table format](#) or [tabbed format](#) or [PDF](#)



# Creating Dossier Content

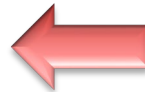
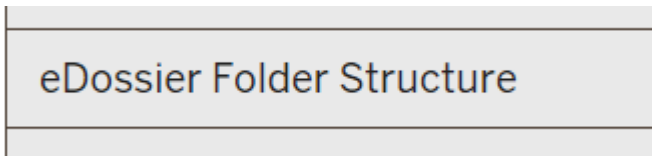
# Steps needed

1. Save raw materials
  - Select area of excellence
  - Identify appropriate folder
2. Summarize/reflect on activities
3. Write candidate statement
4. Prepare materials for external reviewers
5. Determine what goes in **regular sections and appendices**
  - 50 pages = Candidate statement + regular sections
    - All in **pdf format**
  - Appendices = everything else
    - Any file format. Can create links in the regular sections.

Summarizing **may** help you write your candidate statement, but it is not **needed** until later in the process

# Organizing into folders

eDossier will NOT be available for you until mid-summer



Thanks, Aaron Ganci!

*Author also of: Promotion and  
Tenure, Assistant Professor to  
Associate Professor  
Sample 1, Research/ Creative  
Activity, Herron*

This counts *for him* as 'service'  
because it is the application of  
professional skills.



# Guides to Dossier Folders

Clinical Balanced Case	+
Clinical Service	+
Clinical Teaching	+
Generic	+
Lecturer	+
Research Scientist	+
Tenure Track Balanced	+
Tenure Track Research	+
Tenure Track Service	+
Tenure Track Teaching	+



# Sample annotation–TT research

=====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.





# Sample annotation-Lecturer

## 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).*

## Teaching: ←required

- Teaching statement :: Option A: 7 page candidate statement then leave this blank. Option B: 5 page candidate statement, and separate 2-page teaching statement. Include discussion of teaching philosophy.
- Teaching load and goals :: Brief discussion; note changes over time.
- Peer review of teaching (aggregated) :: Include your own reflection and response
- Student evaluation of teaching (aggregate) :: Include your own analysis and response
- Disseminated scholarship on teaching and learning [A] :: **Required.** Here, **discuss** key items of dissemination. The *actual* items will go in the Appendix.
- Impact of instruction on teaching and learning [B] :: Required. Reference program and IUPUI learning outcomes.
- Undergraduate and/or graduate research mentoring and outcomes [C] :: Provide a discussion. List, or refer readers to the CV.
- Course, curricular and professional development [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.==



# The candidate statement



[P&T Resources Page](#)

Quick Guide for Candidate Statements



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# The candidate statement–format

- Introduction: department, title, area of excellence, promotion or tenure desired
- Description and discussion of area excellence. What you have done, where you have disseminated, evidence of impact; future plans.
- Satisfactory work for other areas.
- Conclusion: State how you will continue to grow and contribute

YOU must be prominent. Don't rely on "WE" statements.



# The candidate statement--content

- Reflects their own assessment of their accomplishments
- Describes their work in clear language
- Reflective commentary focused on the criteria
- Address the interrelated aspects of a whole, integrated career
- Their contribution to collaborative scholarship
- In public scholarship...the nature of their work
- Clear and sufficient information about their individual roles
- As appropriate, grant history
- How their service has contributed to the common good of the campus
- Their own assessment of the impact, significance, or value of their work
- Prospects for continued personal development in their defined areas
- Demonstrate that [professional] service ...is, in fact, academic work
- Case for excellence ....made in relation to department, school/unit, and University criteria



# Materials for external reviewers

CV: either IUPUI or disciplinary format: ask your school

Candidate statement

Materials to support their evaluation  
(consider links to Box or ScholarWorks)

Some  
schools  
send the  
**ENTIRE**  
dossier

Chair will handle:

Conflict of interest statement

Documenting receipt of information

Don't contact anybody  
about the review!



Summer before review year  
IUSM: earlier

eDossier NOT available  
until late summer

# Finalizing the dossier

1. Save everything into appropriate folders
2. Everything in the main folders must be in pdf format.
  - If you have materials in non-text forms, place originals in the Appendices and links to them in the regular sections
3. Label everything: your name, date, folder
4. Maximum of 50 pages (including candidate statement, 5-7 pages; NOT including CV) for the regular folders
  - This is a conceptual limit. Don't make readers think you are ignoring the limit; don't fret over half-pages.

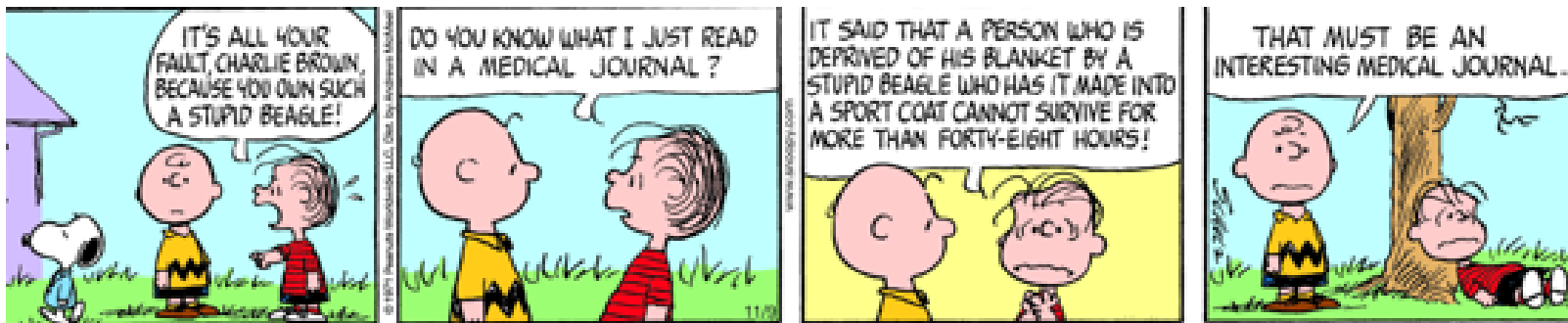


# Assessment of dissemination outlets

## Responsibility of the chair

Discuss with chair at annual reviews or even more often

- Assist chair in understanding why the outlets are appropriate



Dear Dr. Rachel Applegate,

Greetings from Madridge publishers. Hope you are doing well.

We cordially welcome you as a member of Editorial Board to our journal **Madridge Journal of Bioinformatics and Systems Biology (MJBSB)**.

**MJBSB** is well-known not only for its knowledge transfer but also for its lineament and friendly world-class environment.



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# eDossier Mechanics



# What good is eDossier?

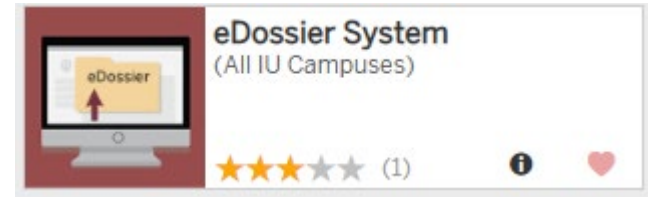
Storage

Routing

Notifications



# What good is eDossier?



## Storage

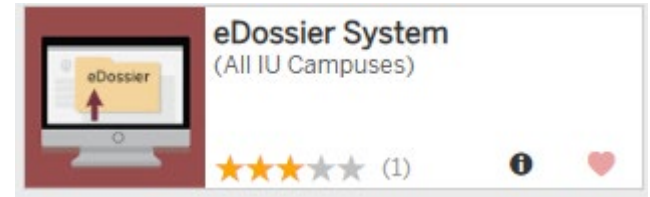
Candidate:  
You or *your delegate* uploads materials



Delegate: Pre-submission Role  
Ask your school HR contact for help



# What good is eDossier?



Storage

Routing

Candidate clicks SUBMIT

Chair reviews and approves



Off it goes!

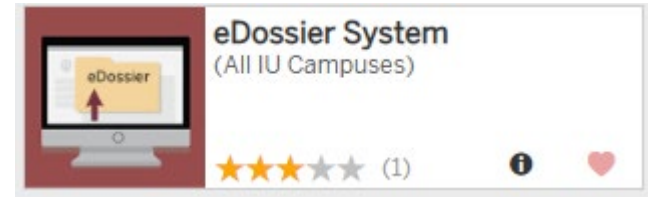
Candidate  
can no  
longer  
change  
anything!

Supplemental Folder  
for later materials



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# What good is eDossier?



Storage

Routing

Chair vote and report

Primary (dept) committee

Committee vote, and report

*Chair notifies candidate*

Unit (school) committee

Committee vote, and report

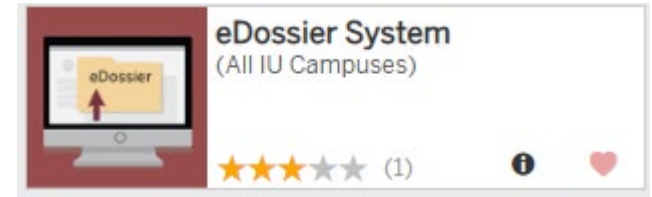
Dean vote and report

*Dean notifies candidate*

*Adjustments made for schools without departments, or core schools.*



# What good is eDossier?



Storage

Routing

Notifications

New material

Supplemental folder

- 📁 Vote Record
- 📁 Internal Review Letters
- 📁 External Review Letters
- 📁 List of Referees Contacted
- ▶ 📁 Solicited Letters
- ▶ 📁 Supplemental - Post Submission
- ▶ 📁 General
- ▶ 📁 Research/Creative Activity
- ▶ 📁 Teaching
- ▶ 📁 Service/Engagement
- ▶ 📁 Reconsideration Items



Not this



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# What does 'new material' mean?

## General updates:

- Changes of status to items (e.g. publications accepted, grants received)
- Corrections: after a dossier is submitted, NO changes can be made; new or changed versions need to be uploaded to the Supplemental folder

Consider how important these are. Use sparingly; label clearly

Generally avoid narrative: present new **evidence**

# What does 'new material' mean?

## Reconsideration:

- Upon a **majority-negative vote**
- Candidate for **tenure**
- Formal reconsideration request
  - See page 31. Timing: *before the next level AND within 2 weeks*

State the reasons for disagreeing with the vote

Provide additional evidence

Make clear what is actually new

**Any**  
Supplemental Folder  
upload triggers  
notifications



# *How often does reconsideration happen?*

2017-2018 cycle:

42 cases involving tenure + 1 case withdrawn 43

73 cases promotion only + 6 cases withdrawn 79

3 failed tenure cases

4 more, split-vote but succeeded = 19% of tenure cases

1 failed promotion case

5 more, split-vote but succeeded = 15% of promotion cases







Satisfactory, Excellent...

Wait, what was that???

# How's your rowing....going?



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FULFILLING *the* PROMISE