Dossier Preparation
December 13, 2018
Zoom Meeting
Agenda

The Goal, and the Path to It

Prep Work

Creating Dossier Contents

eDossier Mechanics
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](https://protect.iu.edu/online-safety/protect-data/index.html)

Back-ups
- multiple
- cloud?
- accessible
IU / IUPUI data: The minimum

Teaching:
• Student evaluations
• Peer evaluations of teaching
• Course materials (syllabi, assignments)

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

For tenure-track and lecturers; some clinical. 1-2 per year
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
Sample judgments re: areas of excellence

Student-co-authored articles

Dissertation committee chair member

Presentation to local professionals (non-academics)

MURI grants

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

Teaching

Service

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. 1st 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
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.
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

<table>
<thead>
<tr>
<th>Category</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Balanced Case</td>
<td>+</td>
</tr>
<tr>
<td>Clinical Service</td>
<td>+</td>
</tr>
<tr>
<td>Clinical Teaching</td>
<td>+</td>
</tr>
<tr>
<td>Generic</td>
<td>+</td>
</tr>
<tr>
<td>Lecturer</td>
<td>+</td>
</tr>
<tr>
<td>Research Scientist</td>
<td>+</td>
</tr>
<tr>
<td>Tenure Track Balanced</td>
<td>+</td>
</tr>
<tr>
<td>Tenure Track Research</td>
<td>+</td>
</tr>
<tr>
<td>Tenure Track Service</td>
<td>+</td>
</tr>
<tr>
<td>Tenure Track Teaching</td>
<td>+</td>
</tr>
</tbody>
</table>
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

AND THEN I READ MY PAPER ON GULLY CATS TO THE WHOLE CLASS.

I TOLD ALL ABOUT HOW FIERCE GULLY CATS ARE, AND I EVEN THREW IN A BIT ABOUT HOW THEY ARE IMMUNE TO THE BITE OF THE DREADED QUEEN SNAKE.

WHAT SORT OF A GRADE DID YOUR TEACHER GIVE YOU?

“NICE TRY”

P&T Resources Page

Quick Guide for Candidate Statements
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)

Chair will handle:
Conflict of interest statement
Documenting receipt of information

Spring before review year
IUSM: earlier

Some schools send the ENTIRE dossier

Don’t contact anybody about the review!
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.
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

Candidate clicks SUBMIT

Routing

Chair reviews and approves

Off it goes!

Candidate can no longer change anything!

Supplemental Folder for later materials
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

Not this
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
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?