



This session had no panel, and had more time for explanations. See links throughout for more resources available on the [Office of Academic Affairs website](#).

Office of Academic Affairs

Dossier Preparation

Agenda

Tour of resources for dossiers

Defining the dossier

Conceptually

What it looks like online

Prep work

Candidate statement

Supporting documentation

Side trips

You



Across the
finish line



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

Excellence in....sessions

- Teaching
- Research
- Service
- Balanced Case

Defining

Developing

Campus resources

Trajectory, national reputation

First steps in documentation

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



Resources at Academic Affairs



Office of Academic Affairs

[ABOUT](#) | [STRATEGIC INITIATIVES](#) | [DIVERSITY](#) | [PROGRAM RESOURCES](#) | [FACULTY AFFAIRS](#) | [WORKSHOPS & EVENTS](#)

[Honors & Awards](#)

[Hiring](#)

[Faculty Reviews](#)

[Leaves and Absences](#)

[Promotion and Tenure](#)

[Guidelines and Standards](#)

[School Guidelines](#)

[Charts and Guides](#)

[Dossier](#)

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PROMOTION AND TENURE

Promotion and tenure are significant transitions in a faculty member's career. The information provided in the sections of this page help faculty and administrators understand the key elements of the process: criteria, processes, and systems.

Timelines

Most tenure-track faculty have a third-year review in the spring of their third full academic year: they prepare a candidate statement, a CV in the IUPUI format, and other materials as designated by their units. They apply for promotion to associate and tenure in the spring-summer before their sixth year. IUSM tenure track faculty have a different [time-line](#).

Key online resources

1. The actual guidelines

- Full [formal traditional](#)
- [Reformatted-user-friendly](#)
- Excerpts specific to each faculty type
 - [Lecturer](#)
 - [Clinical](#)
 - [Librarians](#)
 - [Tenure-track](#)

2. Guides to each section of the dossier

3. Sample dossiers



Under: Guidelines and Standards

- [Important changes for 2019-20](#)
- [Final version](#)
- [Version showing changes](#)



Full formal guidelines

To view the guidelines that govern do review cycle:

- [Final version](#)
- [Version showing changes](#)

Special resource: This version contains rearranged. It includes guides to eDo notes. It is not the official version, but administrators:

- [Reformatted version](#)



New! User-friendly

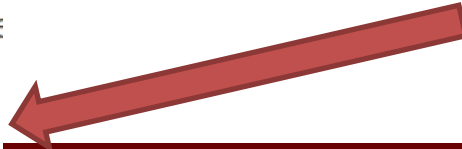
Any comments, questions, or suggestions should be sent to oa@iupui.edu.

Extracts of the guidelines specific to p according to the original-official guide

Faculty type-specific guideline extracts

[Guidelines for Lecturer Faculty](#)

[Guidelines for Clinical Faculty](#)



eDossier overview

Candidate, chair and administrator FAQs

[FAQs](#)

FAQs for Candidates

eDossier mostly means
The **IT system which preserves and routes your materials**

Dossier means, all of your materials:
your argument and its supporting materials

When is it safe for me to Submit my dossier to the next level?	+
--	---

Why do I not see a Submit button on my dossier summary/main screen?	+
---	---

I have met the requirements for dossier submission, why do I still not see a Submit button?	+
---	---

Can I add documents to my dossier after it has began the formal routing process?	+
--	---

Listings of folders are now also available in the Reformatted P&T Guidelines (are not in the original guidelines)

Guides to Dossier Folders

One pdf for **every type of case**

Example: lecturer

-----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 ← leave **empty**









Even if you as an individual conduct research, you cannot present it as research (you can only present teaching and service, and promotion is based only on teaching and service).

- ~~Research/Creative Activity Statement~~
- ~~Research load, expectations, goals~~



Sample dossiers: *also check your school*

PROMOTION ONLY (Associate Professor to Professor)

- [Sample 1](#)  - Balanced Case, Herron School of Art and Design, 2017-18
- [Sample 2](#)  - Teaching, School of Dentistry, 2018-19
- [Sample 3](#)  - Research/Creative Activity, School of Liberal Arts, 2017-18
- [Sample 4](#)  - Teaching, School of Nursing, 2017-18
- [Sample 5](#)  - Teaching, School of Liberal Arts, 2017-18
- [Sample 6](#)  - Research/Creative Activity, School of Medicine, 2018-19
- [Sample 7](#)  - Research/Creative Activity, School of Nursing, 2018-19
- [Sample 8](#)  - Teaching, IUPUC, 2018-2019

“Dossier” = a compilation of evidence for promotion or tenure.

“e-Dossier” = an IT system which manages storage, routing and notifications.

Defining the (e) dossier

Defining the dossier

Your Dossier = Your CASE

List ← CV

Argument ← Candidate statement

Substantiation (documentation and details) ← main dossier

Raw materials ← appendices

The dossier presents a clear case, with convincing evidence, for your promotion and / or tenure.



Defining the dossier *conceptually*

The dossier presents a clear case, with convincing evidence, for your promotion and / or tenure.

What you've done

Data



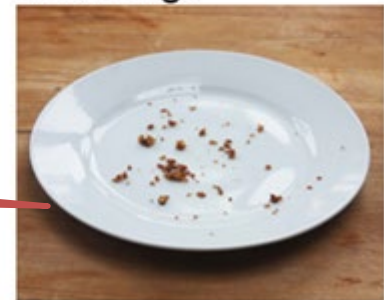
Information



Presentation



Knowledge



That you're **great!**

EpicGraphic.com

What eDossier looks like to candidates

The screenshot displays the eDossier system interface. At the top right, the text "User De" is partially visible. Below it are three tabs: "Dossiers", "Reviews", and "General". On the left is a navigation menu with the following items:

- Assign a Candidate Delegate
- Assign a Chair Delegate
- Assign a Guest
- Admin Tasks
- Review Tasks
- Dossier (Applegate, Rachel)**
 - External Review Letters
 - List of Referees Contacted
 - Solicited Letters
 - General
 - Research/Creative Activity
 - Teaching
 - Service/Engagement

The main content area shows the following details for a candidate:

Candidate	Applegate, Rachel
Department	IN-SLIS
School	IUPUI INFORMATICS
Dossier Type	Tenure+Promotion
Dossier Status	OPEN
Rank Sought	Professor
*Area of Excellence	- Select - <input type="button" value="save"/>
Dossier Status	Not ready for submission. Please review requirements for submission.
Request Dossier Archive	No dossier records available.



- 📁 Assign a Guest
- ▶ 📁 Admin Tasks
- ▶ 📁 Review Tasks
- ▲ 📁 Dossier (Applegate, Rachel)
 - 📁 External Review Letters
 - 📁 List of Referees Contacted
 - ▶ 📁 Solicited Letters
 - ▲ 📁 General
 - 📁 Department and School Cr...
 - 📁 Candidate's Curriculum V...
 - 📁 Candidate's Statement(s)
 - 📁 Department (School) List...
 - 📁 Candidate's List of Pros...
 - ▲ 📁 Research/Creative Activity
 - 📁 Research/Creative Activi...
 - 📁 Research load, expectati...
 - 📁 Discussion of 3-5 most s...
 - 📁 Significance of grants a...
 - 📁 Significance and impact ...
 - 📁 Documentation of individ...
 - 📁 Future plans for ongoing...
 - 📁 Research Recognition - A...
 - 📁 Appendix: Research or cr...
 - 📁 Appendix: Grant related ...
 - 📁 Appendix: Review(s) of c...
 - 📁 Appendix: Additional evi...
 - ▶ 📁 Teaching
 - ▶ 📁 Service/Engagement

- ▲ 📁 Dossier (Applegate, Rachel)
 - 📁 External Review Letters
 - 📁 List of Referees Contacted
 - ▶ 📁 Solicited Letters
 - ▶ 📁 General
 - ▶ 📁 Research/Creative Activity
 - ▲ 📁 Teaching
 - 📁 Teaching Statement (if a...
 - 📁 Teaching load and goals
 - 📁 Peer review of teaching ...
 - 📁 Student evaluation of te...
 - 📁 Disseminated scholarship...
 - 📁 Impact of instruction on...
 - 📁 Undergraduate and/or gra...
 - 📁 Course, curricular and p...
 - 📁 Teaching recognition - g...
 - 📁 Appendix: Teaching publi...
 - 📁 Appendix: Sample of cour...
 - 📁 Appendix: Student course...
 - 📁 Appendix: Peer evaluatio...
 - 📁 Appendix: Unsolicited le...
 - 📁 Appendix: Additional Evi...
 - 📁 Appendix: Candidate Soli...

- ▲ 📁 Service/Engagement
 - 📁 Service Statement (if ap...
 - 📁 Evidence of Service to t...
 - 📁 Evidence of Service to t...
 - 📁 Evidence of Service to t...
 - 📁 Significance, impact, qu...
 - 📁 Evidence of scholarly pu...
 - 📁 Service recognition - gr...
 - 📁 Appendix: Service public...
 - 📁 Appendix: Evaluations by...
 - 📁 Appendix: Grant related ...
 - 📁 Appendix: Other evidence...

These appear in one long vertical list on the left side;
 Open and close the various areas using the triangle



Duplicating the structure with a [zip folder](#)

Name	Type
00 General Folders	File folder
01 Research:Creative Activity	File folder
02 Teaching	File folder
03 Service	File folder
.DS_Store	DS_STORE File

01 Teaching statement (if applicable)	File folder
02 Teaching load and goals	File folder
03 Peer review of teaching (aggreg...	File folder
04 Student evaluation of teaching (...)	File folder
05 Disseminated scholarship on tea...	File folder
06 Impact of instruction on studen...	File folder
07 Undergraduate and/or graduate ...	File folder
08 Course, curricular and professio...	File folder
09 Teaching recognition - grants, a...	File folder
10 Appendix - Teaching publications	File folder
11 Appendix - Sample of course m...	File folder
12 Appendix - Student course eval...	File folder
13 Appendix - Peer evaluations	File folder
14 Appendix - Unsolicited letters fr...	File folder
15 Appendix - Additional evidence	File folder
16 Appendix - Candidate Solicited ...	File folder
.DS_Store	DS_STORE File

In the final eDossier, you MAY combine

You may put all materials for each major section into ONE pdf which has a table of contents and page numbers.
CLEARLY label the file as COMBINED RESEARCH or such

Name	Type
00 General Folders	File folde
01 Research:Creative Activity	File folde
02 Teaching	File folde
03 Service	File folde
.DS_Store	DS_STOR

- ▶ **Research/Creative Activity**
- ▶ **Teaching**
- ▶ **Service/Engagement**

DO NOT combine

Upload individual files for the folders in the **General** section

- General
 - Department and School Cr...
 - Candidate's Curriculum V...
 - Candidate's Statement(s)

IUPUI does not use
these folders:

- Department (School) List...
- Candidate's List of Pros...



50 page limit for candidate statement + main dossier

Does not include the CV

Does not include appendices

Dossier → eDossier

- Start with a pile of stuff
 - Activities
 - Documentation
- Construct:
 - Comprehensive CV
 - Coherent **argument** = candidate statement
- Prepare:
 - Additional descriptions, elaborations, explanations, and data
- Within the 43 pages of the **main dossier** place:
 - Description and details
 - Key evidence
- Within the appendices place:
 - Full items (articles, syllabi, teaching materials, copies of brochures or awards)
 - Student evaluations
 - Peer evaluations
 - Grant materials *as needed by school/dept.*
 - Anything else that doesn't fit the 50 page limit



Added note: main dossier vs. appendices

Whether 'evidence' goes in the main dossier, OR, the appendices depends on two things:

- Is it important for your particular case?
 - Internal grant re: teaching: is probably 'appendix' if the candidate is submitting a case on research. Probably 'main dossier' if a case on teaching.
- Do you still have 'room' within the 50 pages?
 - If you **do**, then having a careful selection of key items (e.g. award letters) may be useful to have in the main section.

You can hot-link from a main section (or the candidate statement) over to the appendix:

E.g.: Award letter for the Newbery Award.

[Hotlink](#) over to a description of criteria, award process, and finalists.

This is not an actual link!

And, if your children's book does win the Newbery Award, congratulations! You have a **national reputation!**



**Prep work
(including the CV)**

IU/IUPUI data: The minimum *to save*

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
- Grants: proposals (including specific roles)
 - Grant reviews
- List of formal collaborators (co-authors, co-PIs).
 - *They can't be external reviewers*

Service:

- List of offices and activities



IU/IUPUI data: The minimum *to solicit*

Collaborative work:

- Descriptions and confirmations of YOUR contribution to projects and publications
- From: lead author, PI, or co-PI (not necessarily from ALL participants)
- For invited publications, documentation of peer review process

Community / client impact:

- Their perspective on your work
- NOT the same as 'external' or 'peer' review, but important nonetheless

Tell your chair: If someone would be a great reviewer BUT is not at arm's-length: the chair can solicit a letter.

It is more compelling if the chair solicits, than if you the candidate solicit, this type of material.



Editing time: the minimum

Populate **DMAI**

If you choose not to, you will have to create the P&T CV yourself.

Summarize **student evaluation data**

Compose the **candidate statement**

Let it sit

Let others read it

Revise

How have you worked on:

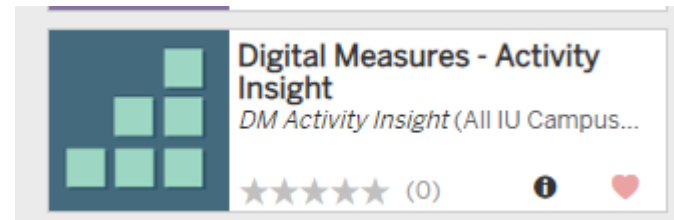
- Grant proposals
- Articles
- IRB paperwork
- Your dissertation?

What processes worked for you?



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
 - Use your ORCID ID
 - Ask the University Library/RLML → your subject liaison for assistance
 - DMAI presents several DIFFERENT options: one will be BEST for YOU
- Add in 'areas' [bins] and review for errors
- Block out some time to add other information from your CV

[Detailed guide for first time users](#)

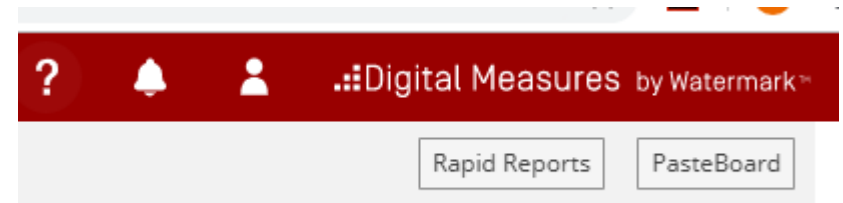
Everybody:

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

[Detailed guide for all users](#)



After you access DMAI, see this in the upper left →



DMAI and P&T CVs

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



More on 'areas'

- 1. "Areas" means: teaching, research, or service ← bins

Edit Contracts, Fellowships and Grants

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Digital Measures Administrator, [DM Admins](#).

Data for grants, managed by the Office of Research Administration, will be populated for the PI and Co-PI.

Type

Grant

Area

Teaching

Title

Transition and Improvement: MLS Program Assessment from Oncours

Edit Publications/Scholarship of Discovery

The **scholarship of discovery** involves the search for knowledge, discovery of new information and models, and the sharing of discoveries through scholarly publication. The screen is intended for artifacts that are completed; work in progress should be recorded on that screen. **Notes:** This section (1) is supported by the publications importing feature; (2) does not distinguish between print and electronic scholarly outlets; and (3) includes publications related to the **scholarship of teaching and learning**.

Contribution Type

Journal Article

Explanation of "Other"

Area

Service

Current Status




Accepted



IUPUI P&T CV format: manual method

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](#)

Why?

Think of this as a **form**.

Every year the campus looks at over 100 dossiers. Reviewers need to be able to quickly understand your list, your CV/



List: Your CV in approved IUPUI format

The CV is **a list** of everything you've done

You:

- Education
- Appointments (jobs)
- Licensures
- Memberships
- Honors/awards
- Professional development

Teaching:

- All courses since 2012
- Administration
- Grants
- Presentations
- Mentoring
- Service

Research:

- Grants
- Presentations
- Mentoring
- Service

Service:

- University
- Professional
- Patient
- Grants
- Presentations
- Mentoring

Publications:

- Teaching
- Research
- Service



Autopopulated items (for IU)

You:

Education

Appointments (jobs)

Licensures

Memberships

Honors/awards

Professional development

Teaching

All courses since 2012

Administration

Grants

Presentations

Mentoring

Service

Research:

Grants

Presentations

Mentoring

Service

Service

University

Professional

Patient

Grants

Presentations

Mentoring

Publications:

Teaching

Research

Service



Importable items (via ORCID)

You:

Education
Appointments (jobs)
Licensures
Memberships
Honors/awards
Professional development

Teaching

All courses since 2012
Administration
Grants
Presentations
Mentoring
Service

Research:

Grants
Presentations
Mentoring
Service


Service

University
Professional
Patient

Grants
Presentations
Mentoring

Publications:

Teaching
Research
Service



Need to be
'binned'

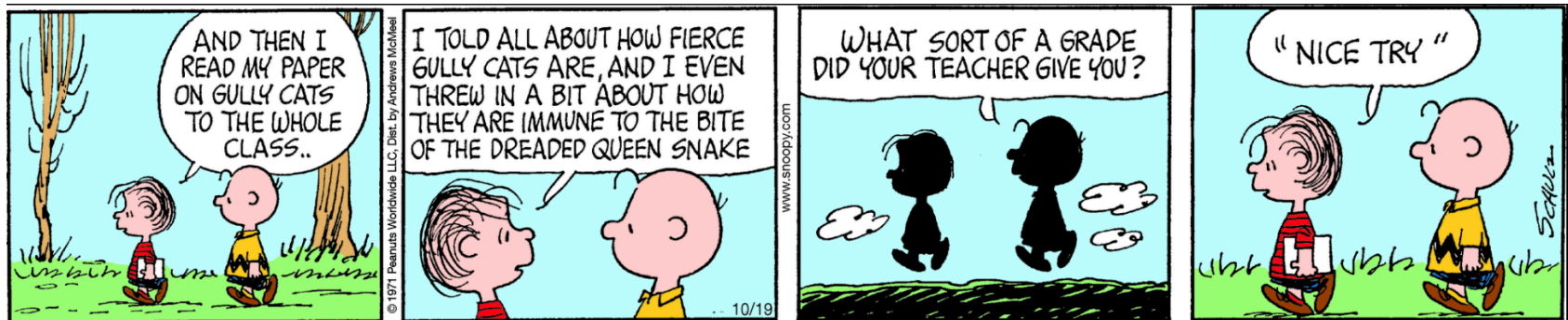


Now that you have your list....



Candidate statement

The candidate statement



[P&T Resources Page](#)

Quick Guide for Candidate Statements



Candidate statement: states your case

For everybody:

- 5-7 pages (single-spaced; regular margins)
 - Additional details or explanations go in the rest of the dossier
- Your present accomplishments and your future plans

Levels of emphasis depend on:

- Your rank: associate, full
- Your area of excellence
- Satisfying satisfactory in applicable areas
 - Tenure-track: all three
 - Clinical, lecturer: teaching, service
 - Research: research; sometimes service



Use this as a checklist after you compose a coherent, strong story.

The candidate statement

- 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 excellencemade in relation to department, school/unit, and University criteria

Key areas

- Clear and sufficient information about their **individual** roles
 - What made YOU essential to the work?
 - What do you consistently contribute to a variety of projects?
 - How are you distinct from your mentors—moving from HAVING a mentor to BEING a mentor?
 - Confirmation by others—include in dossier
- Their own assessment of the **impact**, significance, or value of their work
 - Sure, yeah: quick and dirty (and potentially misleading and biased) measures of impact : impact factors, citation counts.
 - Make arguments that go beyond “Google Scholar” but also are intelligible to people who have that as their mental anchor
 - **University Library, Ruth Lilly Medical Library, Law Library:** Ask for help in finding and presenting **impact** metrics



Publications/work and the Area of Excellence

← aka Binning

Make your **area of excellence** as strong as possible

For tenure-track faculty

- If research is the area of excellence, publications are NOT required in teaching or service.
- If teaching or service are the area of excellence, publications are required in BOTH teaching-or-service AND research.
- Balanced case? Publications required in all three **SEE NEXT SLIDE**

Non-tenure track: For the purpose of IUPUI promotion:

Clinical faculty: publications, presentations and grants must be LABELED either **service or teaching**

Lecturer-rank faculty: publications, presentations, and grants must be in support of **teaching**.

If you have done disciplinary research, list it separately. It will not 'count' for promotion.

Research faculty: publications, presentations and grants can only be labelled as **research**.



For **tenure-track** faculty: Binning on the CV

Type of case	Dissemination Requirement		
Excellence in	Teaching	Research	Service
Teaching	X	X	--
Research	--	X	--
Service	--	X	X
Balanced case	X	X	X

Binning: A matter of judgment and coherence

Excellent
or
Satisfactory

Teaching

Research

Service

Scholarship

Dissemination

Research?

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



The rest of the dossier: Supporting documentation

Recap: 3 parts to your case

CV = list

Candidate statement = a coherent and compelling narrative argument, covering your MAIN area of excellence, that you are ALSO satisfactory in other required areas, and presenting a plan for the future.

Dossier =

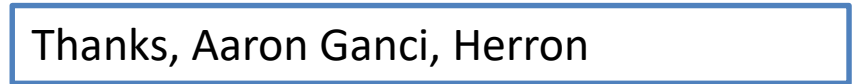
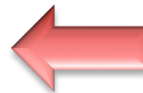
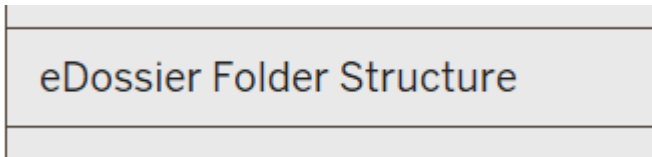
- Additional details
 - Contextual information (e.g. research or teaching load)
 - Confirmatory evidence (co-author statements, grant abstracts)
-
- Appendices: are not used at the campus level



Organizing into folders

eDossier will NOT be available for you until mid-summer

[Zip](#) file that you can open in Box and will have all the appropriate folders.



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.==



Key areas of the main dossier

_____ Load and Expectations: for *teaching or research*

- Spell out your teaching and research loads in terms of percentages, teaching sections, changes (course releases for pre-tenure start-up, or grant buy-outs).

Grants: unsuccessful applications?

- You may include reviews or other materials indicating your **trajectory**

Grant **effort**:

- ‘Percent effort’ may include *any or all of these*:
 - Intellectual effort (who is responsible for conceiving and submitting the proposal?)
 - Coverage of normal salary
 - Person-months

Current advice: include “effort” in the CV in the way your department finds understandable. Spell out intellectual effort/roles, salary coverage, and other benefits in the main dossier (e.g. equipment, student stipends).



Key areas of the main dossier (for TT)

“Identification and discussion of the three-to-five most significant publications that reflect the candidate's major research accomplishments in rank”

Candidate statement, or rest of dossier ← **BOTH**

Candidate statement:

- may or may not be exactly 3-5
- Emphasis is on areas of research, key aspects of reputation
- Style is coherent argument/story

Dossier:

- Must have one section that does exactly 3-5
- Provides more details
- Not one argument/ story; 3-5 separate (brief) explanations

SOME overlap expected
BUT
DO NOT copy and paste



More on copying-and-pasting

Reviewers will **always** read the candidate statement and CV.

If you place **copies** of these/parts of these, elsewhere in the dossier:

- The reviewers must click on the files to see what they are
- Once they click, either it is a duplicate of what they have already read

OR

- They have to think, “have I seen this before”? =waste of reviewer’s time and mental energy.

Example: Service activities

- They are listed in the CV.
- Elsewhere in the dossier you could:
 - In the CV, say, “reviewer for X Journal;” elsewhere, list specific dates/quantity
 - In the CV, list all committees. In the dossier, have a paragraph where you tie key committee service to your own specialty/reputation. M



Adds up to:

Convincing evidence which

- 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

Try to get the technical requirements (e.g. CV format) right the first time: once you submit, if your school requires you to revise, it has to go in the supplemental folder.

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



Side trips:

Identifying external reviewers

Materials for external reviewers

Chair's assessment of outlets

Very school-specific

External reviewers

Candidate needs to identify:

- Collaborators ← **cannot** be reviewers
- Problematic reviewers ← can request they not be reviewers
- Potential reviewers ← people whom the candidate thinks might do a good job

BUT: reviewers are selected solely by the **chair** (or dean)

During the review year, **candidate should not discuss the review** with anybody who might be a reviewer.



Spring before review year
IUSM: earlier

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

Don't contact anybody
about the review!

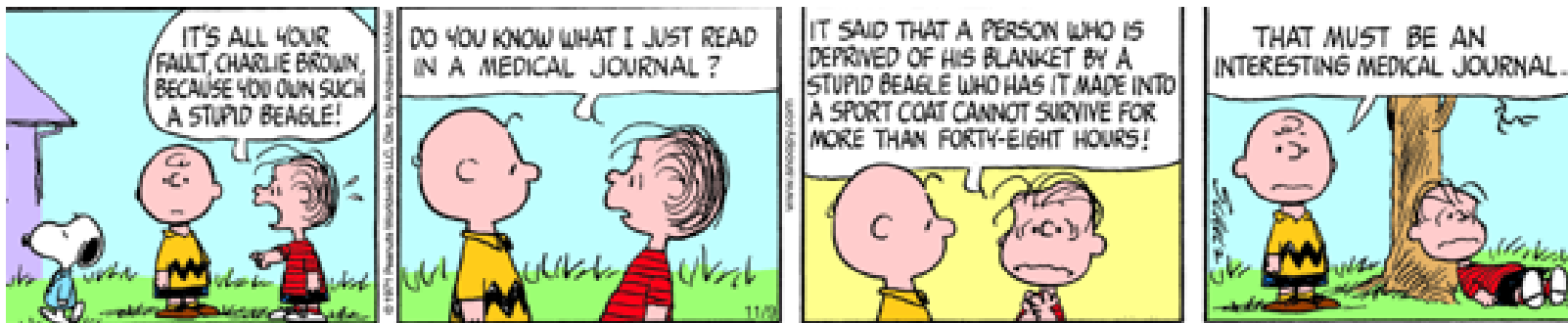


Assessment of dissemination outlets

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.



Using eDossier

Summer before review year
IUSM: earlier

eDossier NOT available until
late summer

Finalizing the dossier

Edit the folder contents: what do you want to submit as your final product?

You may save everything in EACH main section in ONE pdf

Use PDF format for edossier files. If you have non-pdf formatted materials, place in Box and use a link.

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.

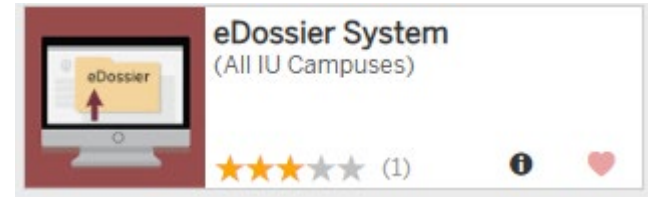


What good is eDossier?

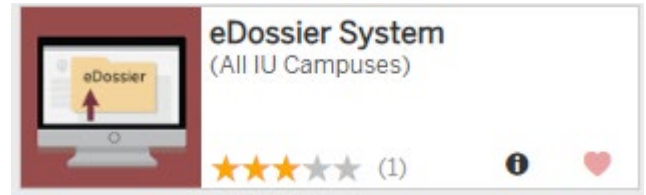
Storage

Routing

Notifications



What good is eDossier?



Storage

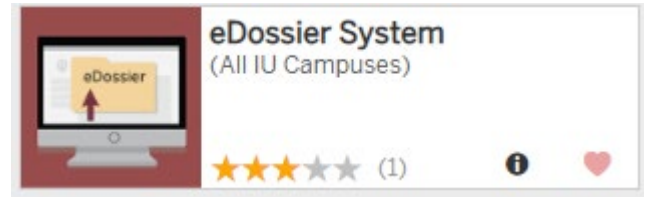
Candidate:
You or *your delegate* uploads materials

- Assign a Chair Delegate
- P&T Summary Report
- Admin Tasks
 - Manage Guest/Delegate/
Pre-Submission Roles
 - Manage Group Members
- Review Tasks

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



What good is eDossier?



Storage
Routing

Candidate clicks SUBMIT

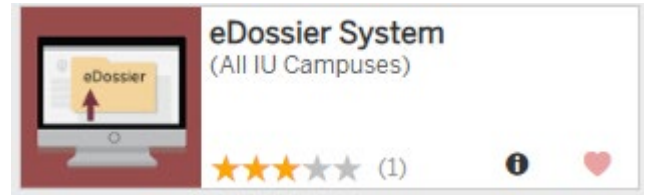
Chair **reviews and approves**



Off it goes!



What good is eDossier?



Storage
Routing

Primary (dept) committee

Committee vote, and report

Chair vote and report

Chair notifies candidate

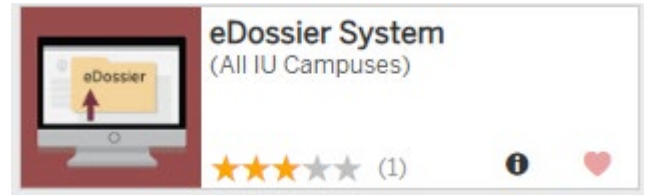
Unit (school) committee

Committee vote, and report

Dean vote and report

Chair or dean notifies candidate

Adjustments made for schools without departments, or core schools.



What good is eDossier?

Storage
Routing
Notifications

New material
Supplemental folder

Once the edossier is submitted, you (the candidate) cannot ADD anything EXCEPT in the Supplemental folder.

Why would you add anything?

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



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**

Corrections to your dossier materials:

Try to get the technical requirements (e.g. CV format) right the first time: once you submit, if your school requires you to revise, it has to go in the supplemental folder.



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

Candidates for
promotion can ALSO
submit 'new' material



Thank you!

This zoom-only session did not have a panel. Go to [this page](#) to find recordings of other workshops which did have a panel.

P&T Office Hours
Faculty Crossing
(By the CTL, University Library)

Spring: TBD

Or email rapplega@iupui.edu
For an individual consultation
OR, for a department or school to request a
special workshop



IUPUI

FULFILLING *the* PROMISE