Preparing and Assembling the Dossier

The following discussion is a more detailed look at the Guidelines for Tenure and Promotion Dossiers from the Office Of The Vice Provost For Faculty & Academic Affairs published in March, 2011 and the type of information that is required in the dossier. (Note: bold indicates the statement is directly from the VPFAA Guidelines.)

Please note: Materials for the dossier should be submitted by the candidate in one covered container which is easily transportable. All items from the five sections should be neatly arranged in several notebooks, covering the general required materials, external reviewers, substantiation of teaching, research/creative activities, and service.

It is recommended that you assemble all materials in several four inch binders with numbered tabs corresponding to the following sections. Make minimal if any use of plastic page protectors, using them only where necessary, e.g., for textbooks, monographs, or other materials that cannot be three-hole punched.

All tenure and promotions dossiers should be divided into the following five sections:

I. General summary (in Notebook 1)
II. External letters (in Notebook 1)
III. Substantiation of teaching contributions (in Notebook 2)
IV. Substantiation of contributions to research/creative activity (in Notebook 3)
V. Substantiation of service contributions (in Notebook 4)
VI. Appendices (in Notebook 5)