DOSSIER SECTION I. GENERAL SUMMARY (Notebook 1)

This section is contained in Volume 1 of your dossier. It is very important that a Table of Contents be provided or each volume or notebook in the dossier. The School of Public Health-Bloomington will verify that the dossier contains the following:  (Note: bold indicates the statement is directly from the VPFAA Guidelines).

1) **Signature Sheet** (i.e., the Indiana University Tenure and Promotion Routing and Action Summary Form)
   
   *Note: A signature sheet should be placed in the front of the dossier to be signed by each level, recording specific votes to include absences and abstentions, and identifying whether or not the candidate is recommended for promotion and/or tenure and the basis for that recommendation. (See Appendix C for a copy of the Signature Sheet that you will place in Notebook 1).*

2) **A copy of the unit and school criteria used to evaluate the candidate.**

3) **The chairperson’s evaluation and personal recommendation concerning the candidate’s teaching, research/creative activities, and service – with a clear indication of which area is the basis for tenure and/or promotion.**
   
   Your departmental chairperson will provide a letter to the Dean’s Office indicating his/her evaluation and personal recommendation of your case after receiving the dossier and evaluation from the department committee. The letter should contain the Chair’s evaluation and recommendation of the candidate’s teaching, research/creative activities, and service. This letter will be placed in Notebook 1 by the departmental chairperson.

4) **The departmental evaluation of the candidate’s teaching, research/creative activities, and service, including a report of exact votes in each area using the campus categories of Excellent, Very Good, Satisfactory and Unsatisfactory.**
   
   Your departmental Tenure and Promotion Committee will review your dossier and provide their evaluation of your case in a letter to your department chairperson. This letter will include the exact votes in each area (teaching, research/creative activities, and service) and will be placed in your Notebook 1 by the department prior to sending the dossier to the Dean’s Office.

5) **The candidate’s CV.**
   
   The following are suggested components that should be included in your curriculum vitae (CV). These are only suggestions...CV's will be different and formatted to best highlight each candidate.

   A. **Education/Employment History** -- Provide a reverse chronological account of all degrees and employment titles that are pertinent to your academic discipline.
B. **Research/Creative Activity** -- Publications should be listed in separate categories by reverse chronological dates of publication:

- Refereed publications
- Non-refereed publications
- Books
- Book chapters
- Refereed abstracts
- Other

Provide a full citation for each entry. If a manuscript has not been published but has been accepted, include the anticipated date of publication. If a manuscript under review is accepted for publication during the review process, notify the Executive Associate Dean who will update your dossier accordingly.

C. **Presentations and Proceedings** -- List all presentations and proceedings separately by reverse chronological date.

D. **Grants** -- List all internal and external grants separately even if a grant proposal was not funded. Proposals that are pending should be listed with the dollar amount requested. For each grant, indicate your status -- PI, co-PI, other, as well as the roles of other participants on the grant. Indicate the grant dollar amount received (total direct costs) and the time period of successful grants, the funding agency, and the title of the grant proposal.

E. **Teaching and Advising**
   - Courses - - Provide a list of all courses taught, year, semester, level, and number of students. Identify any new courses you have developed or revised significantly.
   - Supervision of Graduate Students -- Identify all masters and doctoral candidates supervised, completion dates, and thesis/dissertation titles.
   - Supervision of Undergraduate Students - - Identify all undergraduate students supervised.
   - Advising Activities - - Identify all undergraduate and graduate advising activities.

F. **Service and Professional Development** - - List all significant service assignments and activities, as well as professional development activities, in separate categories by date.
   - Service to Indiana University
     - Department service
     - School service
     - Bloomington campus service
     - System-wide university service
   - Professional service
   - Community service
   - Professional development

6) The candidate’s own statements about teaching, research/creative activities, and service. The candidate’s statement may include excerpts from reports submitted to funding agencies as supplemental descriptions of the candidate’s current and future research endeavors.
This statement, written entirely by the candidate, allows the candidate to provide evidence for their tenure and/or promotion case based on a demonstrated record of achievement. It is a statement of the candidate’s personal philosophy and goals and strategies in fulfilling their professional responsibilities in teaching, research/creative activities, and service. Each of these three areas should be individually addressed in the statement. This statement (no more than 15-20 pages) is a very important document that allows the candidate to both reflect and contextualizing their accomplishments in all three areas.

7) A list of all publications noting, in the left-hand margin, whether the publication was evaluated as evidence of teaching, research/creative activities, or service. For promotions from Associate Professor to Professor, identify those publications produced since the tenure decision.
This is a simple listing or table that lists all publications in reverse chronological order by publication date. Column 1 in the table can be used to identify how the publication was evaluated (i.e. teaching, research/creative activities, or service).

8) An assessment by the department or school of the extent of candidate’s contribution to works with more than one author.
For all publications with more than one author, you must provide a listing that indicates publication citation with the estimated level of effort by the authors. This may take the form of a qualitative description of the candidate’s role and contributions to the finished publication, or estimated proportion of effort on the manuscript.

9) Tenure and Promotion Dossier Checklist.
Note: The promotion and tenure checklist should be signed by the chair or dean who prepares the dossier in the presence of the candidate, with the original being placed in the dossier and a copy given to the candidate.
The Tenure and Promotion Dossier Checklist (see Appendix A) is completed by the appropriate review committees/offices as items are completed. However, as a candidate, you should use this list to verify that you have completed all items that are your responsibility prior to submitting your dossier.

The Dean of the School is responsible for adding the following to the dossier:

1) The School Committee’s overall recommendation (including a report of exact votes) and the Committee’s evaluation of the candidate’s teaching, research/creative activities, and service (including a report of exact votes in each area using the campus categories of Excellent, Very Good, Satisfactory and Unsatisfactory for Research and Service and Excellent, Very Good, Satisfactory, and Unsatisfactory for Teaching). See Appendix B for a copy of the ballot form.

2) The Dean’s personal recommendation and a summary evaluation of the candidate’s teaching, research/creative activities, and service (using the evaluative categories listed above). The Dean’s letter contains an assessment of the candidate’s teaching, research/creative activities, and service.