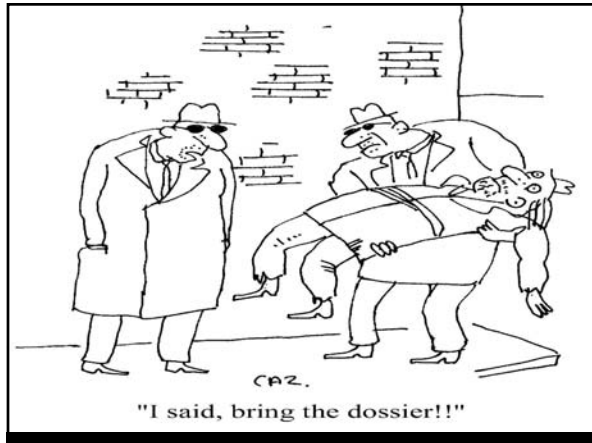


Dossier Definition

A dossier is typically a briefing paper based on an **individual of interest** in **police or intelligence circles**.

(Wikipedia)



Dossier?

- Professional portfolio
- Self-assessment
- Opportunity to reflect on accomplishments as well as future plans
- Who will read it?
 - Department Chair, P&T Committee, Dean, Provost, President, Board of Trustee ...

Dossier Components

- Inter and intra-institution variability
 - No single correct recipe
- Candidate's Statement
- Contributions
 - Research/creative activity
 - Teaching portfolio
 - Major service highlights

Dossier Components

- Curriculum vitae
- Peer evaluation
 - External referee letters
 - Letter from department chair
 - Letters from colleagues
- Appendices
 - Supporting documentation

Research Statement

- Typically one to two pages
- What is your contribution to science?
- Reflect on past, present, and future
- Alignment with University and School

Teaching Dossier Suggested Components

- Professional development documentation
 - Statement of teaching philosophy and strategy
 - Typically one to two pages
 - Questions to consider
 - Statement of teaching responsibilities
 - Record of changes based on self-evaluation
 - Evidence of effort to improve teaching

Teaching Dossier Suggested Components

- Work samples
 - Course materials (e.g. syllabi, exams, handouts)
 - Students' works with feedback
- Information from others
 - Student evaluations
 - Alumni evaluations
 - Peer evaluations
 - Self-evaluation

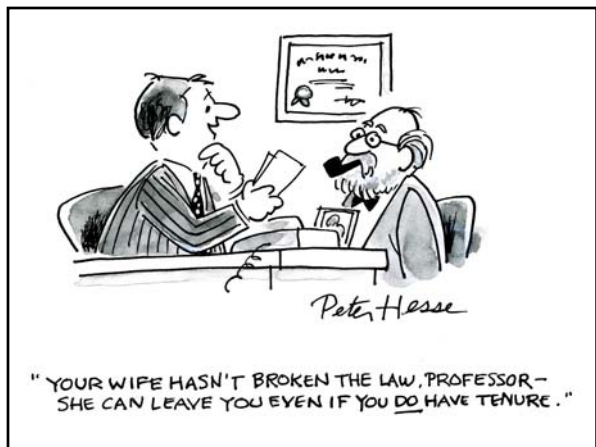
Dossier: General Suggestions

- Diversity of sources
- Do not overwhelm the reader
- Highlight your achievements without bragging about them
- Be brutally honest in your CV
- Balance the details with the big picture


Preparing Your Dossier: Where to Get Help

- In preparing your dossier consider the following sources/resources:
 - Department chair
 - Faculty mentor(s)
 - University / school faculty development committee or program
 - Sample dossiers
 - Promotion and Tenure Committee
 - Other faculty





"YOUR WIFE HASN'T BROKEN THE LAW, PROFESSOR - SHE CAN LEAVE YOU EVEN IF YOU DO HAVE TENURE."



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