

## Tips for Developing a Good Dossier

### Organization of the Dossier

- ❖ Organize the contents and present them in an attractive manner with clear headings -Teaching, Research and Service.
- ❖ Provide a complete CV. For co-authored publications list all authors including self in the order of authorship.
- ❖ Provide a concise (approximately 10 pages) personal statement.
- ❖ Include only relevant materials.
- ❖ For Professor--Scholarship or Intellectual Leadership.

### Documenting Teaching

- ❖ Document **sustained** teaching excellence/improvement-SIEQ scores & peer reviews.
- ❖ Summarize SIEQ scores in comparison with college or department means in table or chart - do not include 50 pages of raw data.
- ❖ Provide peer reviews with contextual information-better to present reviews in letter/memo, not completed forms.

### Documenting Research

- ❖ Clearly document *materials beyond dissertation* (or beyond promotion).
- ❖ Include statements from co-authors concerning your role in the co-authored materials.
- ❖ If co-author is your dissertation advisor, document your *scholarly independence*--include a statement from the advisor concerning your significant contributions.
- ❖ If you have grants with co-investigators, specify your roles in the projects.
- ❖ List funded and unfunded grants with the amount specified.
- ❖ Include all your publication efforts (in press, under review, and in progress). Include a letter of acceptance if the work is in press.
- ❖ Consider including information on journal acceptance rates, quality index (if available), and citation rates for journal to better document the journal's standing in your field.
- ❖ List conference presentations, signifying if they are refereed or invited.

### Documenting Service

- ❖ Emphasize service since coming to CSU
- ❖ Organize the section under the headings of service within the Department, College and University as well as the profession.

**Most important**-present a dossier to make case for **YOURSELF**.