

## College of Health Professions

### Mid-Tenure

#### Guidelines for Preparing Dossiers

The purpose of the eDossier is to reflect both your academic and professional qualifications and your performance as a faculty member. The dossier presents the evidence upon which the provost will make a determination on promotion. Therefore, it is important that it be as representative, complete and clear as possible. A concise and relatively uniform presentation aids in the evaluation process. Carelessly presented dossiers can hinder an effective evaluation.

It is recommended to participate in the Faculty Center's [Academic Portfolio Workshop](#) held in January and June.

You may find it helpful to ask colleagues who have recently been through the process to let you review their materials. Find a supportive colleague to discuss dossier preparation in general, to offer suggestions and to read your dossier before you turn it in.

For assistance regarding Interfolio or questions regarding Mid-tenure, contact Ally Kimmel in the Faculty Center 212-346-1471; [interfolio@pace.edu](mailto:interfolio@pace.edu). It is to your benefit to initiate contact with Ally early in the process.

**Please note:** Microsoft Word sometimes makes automatic bookmarks, or Headings as they are called in Word. For help in editing or removing these bookmarks, please contact Ally Kimmel. (Note: PowerPoint and Excel automatically create bookmarks based on slides and sheets/tabs.)

#### Formatting Guideline for Dossier:

- **Heading on first page:** (Center on top of page) Full name, Department, Rank
- **Heading on pages two and on:** Last name, First initial top right corner
- **Font:** Times New Roman or similar
- **Font size:** 11 PT or larger
- **Spacing:** 1.5 lines
- **Page margins:** 1 inch all around

***Section 1: Curriculum Vitae – Length ≤ 15 pages***

The curriculum vitae is a factual summary of your career.

***Section 2: An Executive Summary – Length = 1 page***

The executive summary highlights your accomplishments and expertise in the areas of teaching, professional/practicum (if appropriate), and service.

***Section 3: Teaching Statement – Length ≤ 5 pages***

This statement should include:

- Teaching Philosophy
- Teaching Responsibilities - Include any courses you developed
- Teaching Evaluations
- Future Teaching Goals

***Section 4: Scholarship/Research Statement - Length ≤ 5 pages***

This statement should include:

- Introduction to your research or scholarship work.
- A description of your scholarship and its impact, influence, and importance in your discipline.
- Published work, work in progress with anticipated completion dates, and grants, applied for and received, or approved and not funded (substantiated by documents), is appropriate.
- Other means used to share research findings, knowledge, creative or artistic work and thinking, such as presentations at professional meetings, seminars, exhibitions, performances, or public forums.
- Specify dates, sponsoring organizations, locations, and nature of participation (e.g., coordinator, presenter, or panelist; titles of sessions/papers, etc.).

***Section 5: Service Statement - Length ≤ 5 pages***

This statement should include:

- Internal Service – A list of your internal service at the department, school, and/or university levels; this list can be bulleted.
- External Service – A list of your external service that is relevant at the community, local, national, and/or international, professional levels; this list can be bulleted.

- Professional Development – A list of conferences, courses, symposiums, continuing education courses that you participated and/or attended; this list can be bulleted.

***Section 6: Professional/Practicum (if appropriate) – Length ≤ 5 pages***

- Faculty in nursing and in some areas of business may find this section appropriate - your chair or dean can guide you.

***Section 7: Appendices – Length ≤ 50 pages for each file***

Suggested subheadings for appendices include:

- **Sample Course Syllabi.** Rather than providing a syllabus for each class you may want to provide two from the same course; one early in your teaching and one later to show growth or change.
- **Examples of Assessments and Evaluations.** Some examples include rubrics and assessment matrices, assignments, projects, review guides and exams.
- **Sample Assignments and Exams.** Examples include use of ePortfolios, projects, papers, summaries, abstracts, presentations, and exams.
- **All Student Evaluations.** Include a summary of ratings and comments.
- **Teaching Evaluations by Peers.** These evaluations are conducted by faculty colleagues at Pace and may be formal classroom evaluations or letters attesting to effective teaching. Include professional colleague evaluations of teaching performance in non-academic settings, e.g., professional groups or public seminars if you feel these may be helpful.
- **Publications.** The manuscript or links to your work is recommended.
- **Presentations, Exhibitions, Performances.** Provide a list that includes the date of the presentation/exhibition/performance, the title of your work or role you played, name of conference or organization, and location.
- **Impact Factor and Citation Reports.** Include citation of your work, (e.g. by other authors or speakers), impact factor and acceptance rate of journals your work appears).