

Promotion of Clinical Faculty

Dyson, School of Education, Seidenberg, and Lubin

Guidelines for Candidates Preparing their Dossiers

The purpose of the Promotion Dossier is to represent 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 promotion decision. 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 effective evaluation.

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 for your dossier, and to read it before you turn it in.

FORMATTING GUIDELINES

The following formatting guidelines apply only to the following documents in your dossier: Executive Summary; Teaching Statement; Research/Scholarship Statement; Service Statement; Professional Practicum Statement.

- **Heading on each page:** Last name, First initial top right corner
- **Font:** Times New Roman
- **Font size:** 11 PT
- **Spacing:** 1.5 lines
- **Page margins:** 1 inch all around

Curriculum Vitae – Length ≤ 10 pages

The curriculum vitae is a factual summary of your career.

Executive Summary – Length ≤ 2 pages

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

Teaching Portfolio - Length ≤ 5 pages

This section should include objective and subjective evidence of your abilities and effectiveness as a teacher. Some suggested sub-headings for this section include:

- Teaching Philosophy
- Teaching Responsibilities - Include any courses you developed.
- Peer Teaching Evaluations
- Student Evaluations
- Collaborations with Students
- Future Teaching Goals

Scholarship/Research (optional)- Length ≤ 5 pages

If you have experience as a scholar/researcher, this section should include evidence of your abilities and effectiveness in this area. You may wish to describe your area(s) of research and its impact and importance. Without duplicating any scholarship list on your CV, you may wish to discuss any work in progress; grants applied for and received; presentations at academic or professional meetings or in seminars or forums for students, peers, or the public; and future plans for scholarship/research.

Professional/Practicum (if appropriate) – Length ≤ 5 pages

This section should include a summary of your professional experience and expertise prior to your teaching career at Pace University. This is optional and does not apply to the majority of disciplines. Faculty in the health professions and in some areas of business or the arts may find this section appropriate - your chair/program lead or dean can guide you.

Service - Length ≤ 5 pages

This section highlights your contributions to your department, school, and the university (internal service) and at the community level (external service). Specify the organizations, groups, and events in which you have actively participated, citing particular accomplishments. You may also wish to submit letters from knowledgeable and qualified individuals attesting to your involvement in any service activities. Some suggested sub-headings for this section 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.

Appendices – There is no limit to the length; however, this section should not be overly lengthy to respect the time of the committee.

Suggested subheadings for appendices include:

- 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.
- Assignments and Exams: Examples include use of ePortfolios, projects, papers, summaries, abstracts, presentations, and exams.
- 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.
- 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.
- Letters of Support. Required letters of support are from a faculty colleague and an external peer who knows your work in teaching, practice, and/or service.
- Optional - publications, citation of your work by other authors or speakers, any impact factors, and the acceptance rate of journals in which your work appears.