

CDFPT GUIDELINES FOR EDOSSIER PREPARATION

The purpose of the eDossier is to represent both your academic and professional qualifications and your performance as a faculty member. CDFPT members who may not know you personally will read it. Therefore, it is important that it be as representative, complete and clear as possible. Since dozens of dossiers are submitted each year, a concise and relatively uniform presentation aids in the evaluation process. Carelessly presented dossiers can hinder effective evaluation. In addition, Departmental and School/College TAP and CDFPT members must read many candidates' materials. **That is why you must keep within the page limit for each section.**

It is highly recommended that faculty applying for tenure and/or promotion attend one of the Academic Portfolio Workshops offered twice in each academic year, in January and June.

These suggestions have been compiled, in an effort to share what they have learned, by the Departmental TAP and CDFPT members as well as faculty who have themselves been successful candidates. You may also find it helpful to ask colleagues who have recently been through the process to let you review their dossiers.

It is highly recommended that faculty applying for tenure and/or promotion (TAP) follow these organization guidelines to assist TAP committees to review your dossier.

Please note:

- **Page length per file in appendix:** Documents in the appendix that are more than 50 pages in length each is recommended to be linked. Every Pace member has storage at wfs.pace.edu. For assistance please contact [Ally Kimmel](#).
- **Bookmarks:** 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 GUIDELINES FOR DOSSIER FOR TAP:

- **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

Section 1: Curriculum Vitae (CV) – Length should be no greater than 15 pages

The vita is a factual summary of your career. Since CDFPT members each receive copies of your fact sheet and evaluations from your Department Chair and TAP/Personnel Committee, you need not include copies here. (Your eDossier is a public, rather than confidential record of your accomplishments.) This must be one document in either Word or PDF format. If using bookmarks, make sure they are cohesive and assist in reviewing the document.

Naming convention: *CV*

Section 2: An Executive Summary – Length should be no greater than 2 pages

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

This must be one document in either Word or PDF format. No use of bookmarks.

Naming convention: *ExecutiveSummary*

Section 3: Teaching Portfolio - Length should be no greater than 20 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.
- General Classroom Strategies
- Teaching Assessments and Evaluations
- Collaborative Opportunities with Students
- Future Teaching Goals

This must be one document in either Word or PDF format. If using bookmarks, make sure they are cohesive and assist in reviewing the document.

Naming convention: *TeachingStatement*

Section 4: Scholarship/Research Statement - Length should be no greater than 20 pages

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

- **Introduction** – Your scholarship/research philosophy. A description of your area(s) of research.
- **Scholarship/Research** – A description of your scholarship/research and its impact, influence, importance in your discipline. In addition to the published work highlighted in this section, work(s) 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, and thinking, such as presentations at academic or professional meetings or in seminars or forums for students, peers, or the public. You may present this by specifying dates, sponsoring organizations, locations, and nature of participation (e.g., coordinator, presenter, or panelist; titles of sessions/papers, etc.).
- **Future Scholarship/Research Goals** - Where you see your scholarship/research moving.
This must be one document in either word or PDF format. If using bookmarks, make sure they are cohesive and assist in reviewing the document.

Naming convention: *ResearchStatement* or *ScholarshipStatement*

Section 5: Service (Length should be no greater than 10 pages)

This section highlights your contribution to: 1) your Department, School/College, and University (internal service); and 2) at the community level (external service). Specify the organizations, groups, and events in which you have actively participated, citing particular accomplishments. You may wish to submit letters from knowledgeable and qualified individuals attesting to your involvement. Some suggested sub-headings for this section include:

- **Introduction** – A description of your internal and external service
- **Internal Service** – A list of your internal service at the Departmental, College/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.

This must be one document in either word or PDF format. If using bookmarks, make sure they are cohesive and assist in reviewing the document.

Naming convention: *ServiceStatement*

Section 6: Professional/Practicum (Optional) – (Length should be no greater than 10 pages)

This section is optional and does not apply to the majority of disciplines. Faculty in nursing and in some areas of business may find this section appropriate. It is best to confer with your Chair and Dean to determine if this section is applicable to you.

This must be one document in either word or PDF format. If using bookmarks, make sure they are cohesive and assist in reviewing the document.

Naming convention: *Practicum*

Appendices or Supporting Documents – There is no limit to the length; however, not all Departmental Tap and CDFPT members devote the same amount importance or time to this section. Each appendix should be in one document.

Some suggested subheadings include:

- **Appendix A:** 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. One file using bookmarks to assist TAP committee to go from each semester/year.

Naming convention: Teaching-Course Syllabi

- **Appendix B:** Examples of Assessments and Evaluations. Some possible examples include rubrics and assessment matrices, assignments, projects, review guides and exams. One file using bookmarks to assist TAP committee to identify each assessment.

Naming convention: Teaching-Assessments

- **Appendix C:** Assignments and Exams: Some possible examples include use of ePortfolios, projects, papers, summaries, abstracts, presentations, and exams. One file using bookmarks to assist TAP committee to identify each assignment or exam.

Naming convention: Teaching-Assignments and Exams

- **Appendix D:** Student Evaluations. One file using bookmarks to assist TAP committee to identify each semester/course.

Naming convention: Teaching-Student Evaluations

- **Appendix E:** Teaching Evaluations by Peers and/or Other Professionals. These evaluations are strongly encouraged and are conducted by tenured, senior colleagues at Pace and/or other universities. These may be either 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. One file using bookmarks to assist TAP committee to identify each separate evaluation or faculty name who's evaluating.

Naming convention: Teaching-Peer Evaluations

- **Appendix F:** Publications. The manuscript or links to your work is recommended. One file using bookmarks to assist TAP committee to identify each publication.

Naming convention: Research-Publications

- **Appendix G:** Presentations. Provide a list in bulleted form that includes the date of the presentation, the title of your work, name of conference or organization, and location. One file using bookmarks to assist TAP committee to identify each presentation.

Naming convention: Research-Presentations

- **Appendix H:** Grants and Awards. One file using bookmarks to assist TAP committee to identify each grant.

Naming convention: Research-Grants and Awards

- **Appendix I:** 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. One file using bookmarks to assist TAP committee to identify each citation/report.

Naming convention: Research-Citations

- **Appendix J:** Letters of Support. The majority of the letters of support regarding your teaching, scholarship/research, and service are mailed directly to your Dean's Office. You may have, however, some letters attesting to your abilities that were unsolicited (e.g. an email from an appreciative student) that you wish to include.
- **Appendix K: Internal Service.** One file using bookmarks to assist TAP committee to identify each internal/departamental/School service performed.

Naming convention: Service-Internal Service

- **Appendix L: External Service.** One file using bookmarks to assist TAP committee to identify each external service performed. One file using bookmarks to assist TAP committee to identify each external service performed.

Naming convention: Service-External Service

- **Appendix M: Professional Development.** One file using bookmarks to assist TAP committee to identify each Professional development event or occurrence. One file using bookmarks to assist TAP committee to identify each Professional development event or occurrence.

Naming convention: Service-Professional Development

- **Appendix N: Service Contributions.** One file using bookmarks to assist TAP committee to identify each contribution.

Naming convention: Service-Service Contributions

For examples of each document please contact Ally Kimmel. You may use Word, PDF, Excel, PowerPoint, or Images. If you need to use media in your supporting documents, like videos or links to web pages, they may be added as separate additions and should also have links to them in your file. Please contact Ally Kimmel for assistance.

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.