

REQUIRED DOSSIER CONTENT

Section I: Candidate Overview

- ❖ **Probationary Form or P&T Transmittal Form:** The top portion of the probationary form or P&T transmittal form must be completed by candidate.
- ❖ **Table of Contents**
- ❖ **Curriculum Vitae:** Candidate's complete career curriculum vitae must include:
 - ✓ **Education** – Include all degrees, professional certifications, and/or licensures
 - ✓ **Professional Experience** – Include employment history, complete with position titles and duties
 - ✓ **Teaching** – Include teaching activities under headings similar to the ones listed below.
 - Courses Taught at University of Detroit Mercy (most recent first)
 - Courses Taught at other Higher Education Institutions (most recent first)
 - Commitment to Student Learning (describe or list activities related to student service learning, directed studies, project-based courses, curriculum review, course development, accreditation, etc.)
 - Professional Development (cite workshops, webinars, and/or conferences attended that were devoted to enhancing pedagogy).
 - ✓ **Scholarly Activity:** Properly cite all scholarly activity using headings similar to the ones listed below, appropriate to your discipline. For multi-authored works, indicate your role/responsibility. Acknowledge student co-authors. Properly cite manuscripts that are in press or in progress. Indicate if a presentation was local, regional, national, or international. For grants indicate if internally funded or externally funded. For collaborative grants, indicate clearly the role of the candidate (PI, co-PI, Consultant, or Contributor, along with the nature and percentage (%) of the candidate's role).
 - Refereed Publications
 - Non-Refereed Publications
 - Refereed Presentations
 - Invited Presentations
 - Grants Funded (with inclusive dates)
 - Grants Applied For (with submission dates)
 - Other Scholarly Works
 - ✓ **Service** – List the most recent service first and use headings similar to the ones listed below. Indicate dates of service and candidate's role where appropriate (e.g. member, chair, past chair, secretary, etc.)
 - Department/Discipline/Program Service
 - School/College Service
 - University Service
 - Professional Service
 - Community Service

- ✓ **Professional Organizations and Awards** – Include membership and offices held in professional organizations. Also include awards and honors. List the most recent first and include dates.
- ✓ **Additional Information (Optional)** – Please include any additional information you want considered during your review.
- ❖ **Annual Reports:** Include copies of all annual reports. Reports must contain Chair's/Discipline Coordinator's, Dean's, and Candidate's comments and all appropriate signatures.
- ❖ **Letters of Support:** Include any letters of support from colleagues and/or students.
- ❖ **Awards and Honors:** Include any awards/honors.
- ❖ **Additional Information Statement (optional):** Include any additional information to be considered. If there are circumstances or information about the candidate that provide additional information applicable to the candidate's career, experiences, or dossier content - for example, gaps in productivity; modified teaching load; information missing from the dossier—the candidate may choose to provide an additional explanation addressing the specific issue(s).

Section II: Teaching

- ❖ **Teaching Statement:** Include teaching philosophy; use of any high impact practices, contributions to course, curriculum, and/or program development; teaching and/or learning innovations; instructor training and development; changes and revisions to current University courses with rationales; examples of service learning projects; contributions to student learning outcomes, etc. If applicable, expound on how your teaching connects to the educational traditions of Detroit Mercy sponsors (e.g. a student-centered focus and concern for the dignity of the person). Contextualize previous work and accomplishments as well as future goals. Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.
- ❖ **Course Syllabi:** Include copies of representative Detroit Mercy course syllabi (most recent first).
- ❖ **Sample Teaching Materials and Course Assessments:** Include samples of teaching materials and course assessments consistent with your School/College criteria.
- ❖ **Peer Teaching Assessments/Evaluations:** If available, include copies of Dean and/or peer teaching assessments/evaluations consistent with your School/College criteria.
- ❖ **Student Course Evaluations:** Include a reflective summary of course evaluation reports, addressing strengths and areas to strengthen. Include all pages of the course evaluation reports, most recent course evaluations first. Candidates for Associate Professor must include all Detroit Mercy course evaluation reports. Candidates for Professor must include all Detroit Mercy course evaluation reports since their last Detroit Mercy promotion.

Section III: Research and Scholarly Activity

- ❖ **Scholarship Statement:** Describe past, present, and future scholarly work. Explain the context and goals of your interests and work, as well as its place in and impact on your discipline/area of study. If applicable, expound on how your research connects to the educational traditions of Detroit Mercy sponsors (e.g. concern for the dignity of the person and for the common good of the world community). Specify particularly successful projects and include reference to funded grants, if applicable. Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.

- ❖ **Copies of Scholarly Publications and Work:** Include copies of scholarly publications, books, and other work to be considered during the review (most recent first). Include abstracts of funded, applied for, and non-funded grants.
- ❖ **Letters from Evaluators External to Detroit Mercy:** Include copies of external review letters from reviewers consistent with your School/College reviewer selection criteria. For promotion to Associate Professor, a minimum of two external review letters are required. For promotion to Professor, a minimum of three external review letters are required.

External evaluators should be asked to assess the candidate's standing in the field, commenting on the impact of the candidate's work in the field, explaining ways in which the candidate has added to or modified existing knowledge in the field, addressing candidate's development of new ideas or application of existing theories and evaluating the extent to which the candidate has established him/herself as an independent scholar in the field.

Each College, School, or Unit will determine the process by which external reviewers are identified and contacted. Each letter must be accompanied by a brief biography or CV of the reviewer. Untenured faculty will not ordinarily be invited to serve as reviewers. Editors of volumes in which a candidate has published an essay may be considered as reviewers.

External review letters must be solicited from individuals "at arm's length" from the candidate. That is, **the following may not be chosen** to serve as reviewers: the candidate's doctoral or postdoctoral directors/mentors; individuals with whom, in the last three years, the candidate has worked as a co-author, collaborator, or co-investigator on scholarly, research, or artistic projects; close friends from graduate school; or anyone with whom the candidate has had a personal relationship.

Section IV: Service

- ❖ **Service Statement:** Describe past and present service and plans for future service work. Explain your interests and your accomplishments in service. Include reference to and/or further description of items included on your curriculum vitae. Expound on how your service connects to Detroit Mercy's mission (provide excellent student-centered undergraduate and graduate education in an urban context) and/or the educational traditions of Detroit Mercy sponsors (promotion of justice and compassionate service to persons in need). Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.
 - ❖ **Evidence of Service:** Such evidence may include invitation and appointment letters; thank you letters and other forms of recognition from Committee Chairs, leaders of organizations, student advisees/mentees, etc.; awards and/or other forms of accomplishment, acknowledgement, and recognition.
-

CANDIDATE DOSSIER CHECKLIST

BEFORE SUBMITTING YOUR DOSSIER,
REVIEW AND COMPLETE THIS CHECKLIST.
FOR ITEMS WHICH DO NOT APPLY TO YOUR CANDIDACY, WRITE "NA."

REVIEW OF PERTINENT DOCUMENTS

Candidate has reviewed, understood, and followed "Tenure and Promotion at the University of Detroit Mercy: A Handbook for Candidates and Evaluators."

Candidate has reviewed, understood, and followed the sections of the Bargaining Agreement which apply to tenure and promotion.

FORMAT REQUIREMENTS if using 3-Ring Binder(s) Submission

Candidate's materials are placed in 3-ring binder(s) no more than 3 inches thick.

Candidate's name is identified on the front and side of each binder.

If using more than one binder, the binders are numbered in a series on the fronts and sides of the binders.

A clear and concise Table of Contents is included.

All pages, except Appendices, are numbered consecutively.

Candidate has completed the applicable sections of the Tenure and/or Promotion Decisions Transmittal Form; signed the Form; and included it in front of the Table of Contents.

FORMAT REQUIREMENTS if using Electronic Submission

Upon notification of the intent to submit electronically, Academic Affairs will send you a SharePoint Link to upload your files (see instructions for online submission posted on the Academic Affairs website under the P&T tab).

Your main folder will contain individual folders for each section of the dossier (Candidate Overview, Teaching, Research & Scholarly Activity, and Service)

The Candidate Overview folder will contain the Probationary form or P&T Transmittal Form, a table of contents, curriculum vitae, all annual reports, letters of support, awards and honors, and any additional information to be considered.

The Teaching folder will contain your teaching statement, course syllabi, sample teaching materials and course assessments, any peer teaching assessments/evaluations, all student course evaluations, and a reflective summary of course evaluations.

The Research & Scholarly Activity folder will contain your scholarship statement, external evaluators' letters, copies of publications and/or scholarly works appropriate to your discipline, copies of grant abstracts, and grant award letters.

The Service folder will contain your service statement and various forms of evidence of service, such as appointment letters, invitations to serve, thank you correspondences, and awards or recognition for service.

CANDIDATE DOSSIER CHECKLIST - continued

DOSSIER CONTENT

Section I: Candidate Overview

Probationary Form or P&T Transmittal Form

Table of Contents

Curriculum Vitae

Annual Reports

Letters of Support

Awards and Honors

Additional Information Statement (optional)

Section II: Teaching

Teaching Statement

Course Syllabi

Sample Teaching Materials and Course Assessments

Any Peer Teaching Assessments/Evaluations

All Student Course Evaluations

Section III: Research and Scholarly Activity

Scholarship Statement

Copies of Publications and Scholarly Work

External Evaluator' Letters

Section IV: Service

Service Statement

Evidence of Service Accomplishments