Updated 07/11/11

FAQs: 2011-2012 Promotion and Post-probationary Review

Q: Parsons requires a "digital dossier on one flash drive" but does not specify what size that drive can be. I seem to remember somewhere that I saw a maximum size of 4 GB and when I picked up my drives from the Dean's office I was given 2 2GB drives, but if it has to be on one flash drive, then I don't know why I was given two. Does the Parsons digital dossier have to be on ONE drive, and if so, what is the maximum GB size?

A: The size limit is only on the individual files (100MB per) not on the total dossier. A few people asked for more than 2GB - so it was easier to just give our a few flash drives. The drive can be as big as you need. Our experience over the past few years showed that no dossiers exceeded 2GB.

Q: In one instruction sheet it says "PDF format is recommended, but not required" In another it states that it must be PDF. What is the actual digital requirement, that is, can I submit text as PDF but photos as jpegs on my flash drive or digital dossier or does everything have to be further compressed into a PDF?

A: PDF is strongly recommended for ease of use by all readers. But if you elect and alternative method - it is your responsibility to make sure that it is readable across platforms (PC, MAC, and by the most basic software) to be sure that the reviewers area able to clearly access your work. You will want to pay particular attention to your use of the table of contents if you use individual images - again to assure clarity in review for the readers/viewers.

Q: What are the naming protocols for the PDF?

A: No prescribed naming protocol. Many dossiers do, however, keep the file names simple and easy for reviewers to find specific items by using a format of index number and transparent name. eg. 2a. CV; 5b Fall 2007 Course Syllabi; etc.

Q: How do I handle including video?

A: Time-based documentation of performances, installations, and other works (video or audio) should be included in QuickTime format (.mov).

Q: Can I include a link to a website?

A: No. Web-based dossiers or websites offered as proof of RSCP are not accepted since dossiers may not be updated after submission. You may use screen shots, image and moving files, etc. provided that the content is wholly saved onto a flash drive, DVD, or CD.

Q: How far back should my dossier look?

A: As rule of thumb, the dossier should cover the last 5-7 years of your career.

Q: Should I specify which areas of my teaching, service and RSCP are excellent and which are good?

A: No. Present all sections in your best light. APT will make the determination of excellence, etc.

Q: May I include reference letters in my dossier?

A: No. You should not solicit reference letters for your dossier from students (current or former) or colleagues and experts from within or external to The New School.

Q: Should I include excerpts of praise or affirmations from colleagues and students in my narrative?

A: No.

Q: Should I provide copies of student evaluations for classes I've taught?

A: No. Student evaluations will be supplied by the Dean's Office. You may, however, reference the evaluations, including quotes of student feedback, to evidence teaching effectiveness, responsiveness, development, etc. For example: "a student said this, so I did that, and this was the result…"

Q: Are annual performance reviews added to my dossier? / May I include my annual performance reviews in my dossier?

A: Promotion and PPR reviews in AY 1112 will not include the annual performance reviews. The reviews will not be added by the Dean's Office nor should you include them yourself. You should also avoid excerpting from the annual performance reviews, as you will not be able to include the full document as evidence.

Q: What if the annual performance reviews are the only evidence of some of my work, particularly service?

A: As part of the review process, your school dean will provide a letter speaking to the veracity of your dossier, and contributing their assessment of your teaching, service, and RSCP and overall contributions as a member of full-time faculty.

Q: Publications - the submission requirements indicate that all publications should be included in their "entirety". Since I am a designer with a practice based dossier, not a traditional academic researcher, the publications I've been involved with are primarily

trade publications with the exception of a couple books where I authored select sections, not an entire book. Do I need to rescan and provide the content of the entire publication if it does not pertain to my work?

A: Where your contribution is only a fraction of a much larger work, it would be sufficient to include a copy/scan of the publication's cover, inside cover pages, the inside page including publication info, the table of contents, and then the pages that contains your contribution.

Q: What weight is given to the "design" of the document rather than the content?

A: Dossiers are reviewed on content. Design only becomes an issue if it is so obfuscating as to inhibit review of the content. Over-design is strongly discouraged. (Design should be invisible where the dossier is concerned.)

Q: What is the proper tone for my narrative?

A: Your narrative should be professional in tone and content. Write to an audience" who is, generically, a professional colleague at Parsons but who may not necessarily be within your design discipline. Your tone, language, and jargon should reflect this. Write out first instances of acronyms. Avoid a tone of self-promotion or self-praise; better to evidence and explain the value of your work/contributions.

Q: Why isn't there a library of model dossiers available?

A: Tenure and Extended Employment reviews were only introduced at Parsons in AY 2007-2008, and the Parsons Advancement, Promotion and Tenure Committee formed in 2009. Given the broad diversity of design disciplines that Parsons faculty represent, it is only recently that a recognizable pattern of characteristics of the good dossier is emerging that could be generally modeled across Parsons. With time, a library may be assembled of good dossiers that are sufficiently diverse in presentation and discipline yet all representative of good dossier characteristics. Until then, APT is mindful that access to a limited or inconsistent library can handicap your dossier preparations: you may model too much on the "dossier on the shelf" at the cost of limiting the best expression of your own work. Until there is a sufficient pool of model dossiers, the APT chairperson can connect you with a promoted faculty member(s) whose dossier may be a good model for your particular discipline or track.

Q: Whom can I go to for guidance on the dossier?

A: APT chairperson – Sarah E. Lawrence lawrencs@newschool.edu

Office of Faculty Affairs

- Soo Chon chons1@newschool.edu
- Nadine Bourgeois bourgeon@newschool.edu

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