

Office of the Provost
66 West 12th Street New York, NY 10011

Dossier Guidelines 2010-2011

Overview

The Promotion Review dossier is one of the most important documents a faculty member prepares. The dossier is the primary means by which a faculty member makes a case for his or her overall contribution to the University as a full-time faculty member, rather than a comprehensive collection of information. In other words, it is a reflective curation of materials deemed representative of the faculty member's teaching, research scholarship/professional practice, and service. Faculty should put care into its preparation, paying close attention to the case that is being made through the materials being included. Faculty members are encouraged to approach colleagues from across the university at any point during its preparation, for informal review and comment.

What follows are a few things to keep in mind when preparing your dossier along with general guidelines and requirements for its preparation. **Please refer to The New School Full-Time Faculty Handbook section on reviews (page 32) and the appendices section on Evaluation and Promotion (pages 70-85) for a comprehensive overview of requirements.**

Dossier Formatting

Dossiers may be presented in hard copy or electronically. While electronic dossiers are not mandated, they are strongly encouraged and faculty will be supported in creation and maintenance of their electronic dossier. A division may mandate electronic dossiers at its discretion.

Please consult with your dean's office regarding support for creation of your dossier. Duplicating services (at The New School and elsewhere) can create pdf versions of your documents and publications. Please consult with publishers of your work who may be able to provide digital versions to be used during the review process.

- Regarding hard copy:
 - The hard copy of the dossier must be presented in a three-ring binder (to allow for insertion of additional material such as letters from external reviewers, student evaluations, annual performance reviews, etc.) and should include tabbed dividers and sub-dividers to help with organization of materials.

- o DVD/CD sleeves should be used in the binder to contain materials presented in that format. DVDs and CDs should be clearly labeled with an ink pen. Please do not use sticky labels, as they create problems when the disks are inserted.
 - o Publications and other significant works should be included in their entirety. Digital copies are preferred, but in cases where digital copies are not available, hard copies will be accepted.
 - o Time-based documentation of performances, installations, and other works should be included in QuickTime format (.mov).
 - o DVDs or flash drives are a good choice of media for presentation of digital materials.
 - o Please make sure that all materials are clearly labeled and cross-referenced in the appropriate written sections of the dossier.
- Regarding electronic dossiers:
 - o DVDs and flash drives are the current standard for electronic storage of your dossier. Please consult your dean's office if you have questions.
 - o The electronic dossier should be viewable on both a PC and Mac platform, and should not require the viewer to install specialized software or hardware.
 - o Publications and other works should be included in their entirety. Digital copies are preferred, but in cases where digital copies are not available, hard copies will be accepted. Time-based documentation of performances, installations, and other works should be included in QuickTime format (.mov).

As outlined in the Full-Time Faculty Handbook, the Dossier should include the following core content:

1. **Table of Contents:** The Table of Contents should clearly list every document contained in your dossier.
2. **Current Academic CV**
CVs should be detailed to include all relevant information. The following information is generally included:
 - o Employment history
 - o Education
 - o List of publications with clear indication of whether publications are peer or non-peer reviewed, along with full bibliographic citation.
 - o Grant awards, including the amount, year, and granting body of the award, along with a short explanation of what the grant was used to fund.
 - o Citations of public lectures should include lecture title, location, and date, with keynote lectures indicated as such.
3. **Personal Statement**
The Personal Statement should be 8-12 pages, single-spaced. The purpose of the Personal Statement is to provide a clear, detailed, and self-reflective overview of the candidate's contributions in the areas of research scholarship/professional practice, teaching, and

service. The statement provides candidates with an opportunity to make a case for their contribution to the University and the fields of which they are part, discuss key contributions to their program, school and field, and to outline professional goals, teaching pedagogy, and the core values that have shaped their practice to date. It is a document that reflects on past practices and discusses goals for the future, and, above all, creates a context for the review of the dossier in its entirety. The statement should address the areas of scholarship/professional practice, teaching, and service fully and separately, as well as explain the connections between them. Candidates are encouraged to discuss their plans for the future in the context of the university and the fields of which they are part, indicating future directions and potential outcomes.

4. Evidence (*this is not a comprehensive list, only examples of what may be included in the dossier as evidence to support your personal statement. For a more comprehensive list, please refer to the Full-Time Faculty Handbook, pp. 70-85*)

A. Teaching

- Syllabi: Samples of syllabi should be chosen to demonstrate the range and development of your pedagogy. These can include examples of assignments, quizzes, exams, portfolios, etc., which should be clearly matched with syllabi.
- List of courses taught including course titles, year and semester the course was offered along with a short description of the course, the number of students enrolled, and the level (grad, undergrad, mixed).
- Course evaluations will be provided by your dean's office. (Please note that you should not provide these yourself.)

B. Scholarship/Professional Practice

- For traditional academic disciplines this section should include only material that has been published or presented. Examples of scholarship include:
 - books
 - articles
 - conference papers
 - reviews
- For performance and practice-based work, this section should include only material that has been published, performed, exhibited or presented. Examples of performance and practice-based work include:
 - management reports or public surveys
 - design patents
 - music/theater/critical manuscripts
 - music scores, videos, published works performed by others
 - exhibition catalogues
 - other materials as appropriate to your discipline

C. Service

List of service activities including the title of the committee, along with the year and charge of the committee should be included, along with relevant indication of the role played on the committee (i.e. Chair). In addition, list any activities in service to your profession, including membership in professional organizations, service on professional committees, etc. Indicate your level and dates of involvement. You may also include reports that you authored or other information

relevant to your service. You should consult with the Full-Time Faculty Handbook for additional information about what to include in this section.

D. Letters

You will be asked to supply a list of names of 3-5 people who have the knowledge and experience to be able to evaluate your dossier in the context of the larger field. These reviewers should hold the rank of Associate Professor or Professor (those ranks that indicate having been successful in a promotion review); in the case of a field that extends beyond academia, it should be someone with a well-established reputation in the field and familiar with the standards of academia. When making the list, please keep in mind that the people you recommend should not be anyone who might be in position to benefit from your promotion, such as your dissertation advisor, a co-editor or co-author, etc. You may also list up to three people who you do not want to be contacted. The Dean's Office (or in the case of NSSR, the department) solicits all of the external letters; they are confidential, and you should never attempt to contact any potential external evaluators, either before or after the review.

5. Supplemental Documents

Documents provided by your dean's office to supplement candidate dossiers:

- o Post-Probationary Review and annual performance reviews
- o Student course evaluations
- o External letters of review and list indicating names of those provided by candidate
- o Notes (if available) from divisional review committee
- o Committee Letter
- o Dean's Letter

Additional Requirements for submission of your complete dossier:

You should consult with your chair or dean's office regarding the number of copies of the dossier you should submit.

Available on the web:

<http://www.newschool.edu/provost/faculty/dossiers/>