

Dossier Content Inventory

GENERAL SECTION

Candidate Provides

- ✓ Candidate's CV
- ✓ Candidate's own statement on teaching, research or creative activities, and service

Department/School Provides

- ✓ Signature Sheet
- ✓ Copy of unit and School criteria used to evaluate the candidate
- ✓ Chairperson's personal recommendation and a summary evaluation of teaching, research/creative activities, and service
- ✓ Departmental recommendation (report of exact votes or separate memos from colleagues) and departmental evaluation of teaching, research or creative activities, and service
- ✓ A minimum of six outside evaluations to be secured by Dean or Chairperson
- ✓ Copy of list of referees supplied by candidate
- ✓ Copy of list of referees supplied by chairperson or Department/School committee
- ✓ Copy of referees selected to write and those who did not respond

TEACHING SECTION

Candidate Provides

- ✓ List of Courses taught each semester, number enrolled. Number of PhD/M.A. committees chaired or served on
- ✓ Titles (and abstracts where relevant) of any dissertations directed
- ✓ Copies of any textbooks written
- ✓ Evidence of any curricula development
- ✓ Evidence of quality of teaching

Department/School Provides

- ✓ Evaluation by students
- ✓ Summary of student evaluation forms and transcription of comments from forms
- ✓ Write-ups of student interviews done by unit
- ✓ Letters from former students (solicited by and written to someone other than the candidate)
- ✓ Evaluation by colleagues, preferably first-hand (e.g., team teaching, symposia, visitation by colleagues)

RESEARCH SECTION

Candidate Provides

- ✓ Copies of pedagogically relevant publications
- ✓ Copies of professionally relevant publications and/or
- ✓ Copies of creative work, reviews of creative performances and exhibitions and/or
- ✓ Copies of research papers and development projects
- ✓ Documentation of grants obtained and applied for

Department Provides

- ✓ IU colleague evaluation of research or creative activities
- ✓ Departmental evaluation of stature of (1) journals in which publications appear or (2) museums in which showings have been presented, performances, and so forth
- ✓ Departmental assessment of the contribution made by candidate to co-authored or collaborative work

SERVICE SECTION

Candidate Provides

- ✓ Summary of activities (Departmental or other University service; local, state, or national service; professional or other)

Department Provides

- ✓ Evaluation by chairperson of the quality as well as the quantity of service
- ✓ Evaluation by professional colleagues (or other knowledgeable individuals) of the quality and impact of the service activities

What should I collect in my tenure shoebox?

Box I: General

1. Faculty Summary Reports
2. Curriculum vita
Update at least once each year with info from FSR
3. Awards & Honors (including nominations)
Letters, certificates, information about awards
4. Information about leaves or other special employment arrangements
5. Departmental tenure & promotion statement
Use this to guide your long-range research plans!
6. Annual merit reviews/feedback

Box II: Research

1. Candidate's statement (duplicate)
2. Departmental evaluation of research
3. Outside letters
4. IU colleague evaluations
5. Evaluation of journals
6. Contribution to co-authored work
7. List of publications/reprints
 - a. Copies of books
 - b. Publication contracts
 - c. Refereed publications
 - d. Nonrefereed publications
 - e. Technical reports
 - f. Meeting abstracts
 - g. Page-size prints of posters
8. Grants
 - a. Summary of grant support
 - b. Grant proposals
 - c. Copies of reviews
 - d. Information about grant program
9. List of research talks (including invitations)
10. Reviews of work
11. Citations in other prominent publications
 - a. Publications
 - b. Textbook pages that refer to your work
12. Professional Correspondence

Box III: Teaching

1. List of courses taught, number of students
2. Course materials
 - a. Syllabi
 - b. Examples of exercises, exams
 - c. Student work
 - d. Website or other technical resources
3. MS/PhD committees
 - a. Abstracts/titles of student dissertations
 - b. Supervision of graduate research
 1. List of student publications
 2. List of student awards
4. Textbooks
5. Curriculum development
6. Evidence of quality of teaching
 - a. BEST evaluation forms
 - b. Other student evaluations
 - c. Senior colleague evaluations
 - d. Student letters (thank-you notes, etc.)
 - e. Exit interviews

Box IV: Service

1. Listing of all service activities
 - a. Department
 - b. School
 - c. University
 - d. Professional
 - e. Community
2. Acknowledgment letters
 - a. Letters from IU colleagues
 - b. Community service
 - c. Professional organizations
3. Professional service
 - a. Conferences chaired
 - b. Refereeing and reviewing
 - c. Editorial boards
 - d. Program committees
 - e. Invited talks
4. University service
5. Departmental service
6. Community service

