SIU Southern Illinois University

Use and Ordering of P&T Dossier Section Templates

This document provides guidance about how to use the dossier section templates and about the final order of the dossier sections. The section templates "map" directly onto the D2L course template that has been created, in order to facilitate easy upload of the final dossier sections. **Please do not remove, rename, or otherwise alter the D2L course template.**

When assembling each section, it may be useful to refer to the procedures described in Creating eDossiers in Adobe Acrobat Professional *for manipulating PDFs; Word templates are also provided. Please also see the* eDossier Naming Guide *for proper nomenclature of all files.*

Templates, example dossier, and other documents are available on the APAA Promotion and Tenure website: http://pvcaa.siu.edu/academic-administration/promotion-and-tenure-information/index.html

A. Section I: Candidate Information

This single PDF file should be created utilizing the appropriate template and be uploaded to *Section I: Candidate Information file* **sub-module in D2L.**

1. **Insert** Cover Page (template on APAA website) as first page of document (i.e., before *Section I: Candidate Information* page).
2. **Replace** *Candidate Verification of Completeness of Dossier* page with signed PDF form (template on APAA website).
3. **Replace** *Candidate Confidentiality Statement* page with signed PDF form (use template from PVC website).
4. **Insert** basic information after *Basic Information* placeholder page; see Promotion and Tenure Guidelines for format and content.
5. **Insert** curriculum vitae after *Curriculum Vitae* placeholder page; see Curriculum Vitae format for proper format.

B. Section II: Letters of Recommendation and Review

These three* PDF files should be created utilizing the appropriate templates and be uploaded to *Section II: Letters of Recommendation and Review* **in the appropriate sub-modules in D2L. The appropriate party in the department/school and college should upload the** *Letters of Recommendation.*

1. *Dean's Letter of Recommendation* should be a single PDF file, utilizing the *Dean Recommendation* template, and named appropriately.
   - If the candidate wishes to submit a rebuttal letter to a **negative** recommendation (see Promotion and Tenure Guidelines, page 6, Section II, item c), it should be a separate PDF file, named appropriately, and uploaded in the same sub-module on D2L.

2. *Chair/Director's Letter of Recommendation* should be a single PDF file, utilizing the *Director/Chair's Recommendation* template, and named appropriately.
   - If the candidate wishes to submit a rebuttal letter to a **negative** recommendation (see [Promotion and Tenure Guidelines](#), page 6, Section II, item c), it should be a separate PDF file, named appropriately, and uploaded in the same sub-module on D2L.
3. ***For candidates who do not yet hold tenure, **Insert** all pre-tenure annual review letters, in reverse chronological order (i.e., most recent on top) after the *Annual Pre-Tenure Review Letters* placeholder page.
   - If the candidate submitted a written response to any annual review letter, please **Insert** the candidate's response <u>after</u> the appropriate year's letter.

C. Section III: Position Information

This single PDF file should be created utilizing the appropriate template and be uploaded to *Section III: Position Information file* **sub-module in D2L.**

1. **Insert** advertisement(s)/position announcement(s), position description(s) (if applicable), offer letter, and related side letters to the candidate behind the *Advertisements and Position Announcement(s)* placeholder page.
2. **Insert** workload assignment summary and forms, in reverse chronological order, behind the *Workload Assignment Summary and Forms* placeholder page.
3. **Insert** department/school operating paper section(s) behind the *Department/School Operating Paper section(s) on Promotion and Tenure* placeholder page; see [Promotion and Tenure Guidelines](#) for information to be included.
4. **Insert** college operating paper section(s) behind the *College Operating Paper section(s) on Promotion and Tenure* placeholder page; see [Promotion and Tenure Guidelines](#) for information to be included.

D. Section IV: Evidence and Evaluation of Teaching

These two PDF files should be created utilizing the appropriate templates and be uploaded to *Section IV: Teaching file* **in the appropriate sub-modules in D2L.**

1. The *Evidence of Teaching* file should be a single PDF, named appropriately, and include:
   a. **Insert** reflective statement on teaching <u>after</u> *Section IV: Evidence and Evaluation of Teaching* placeholder page; see [Promotion and Tenure Guidelines](#) (page 6, Section IV, item a) for guidelines on statement.
   b. **Insert** the following documents behind *Evidence of Teaching* placeholder page:
      a. Instructor Course Evaluation (ICE) Summary; see [Promotion and Tenure Guidelines](#) (page 6, Section IV, item b) for guidelines.
      b. List of students advised and any teaching award(s) and honor(s) behind the *Other Evidence of Teaching* placeholder page; see [Promotion and Tenure Guidelines](#) (page 7, Section IV, items e and g) for guidelines.
2. The *Evaluation of Teaching* file should be a single PDF file, named appropriately, and include:

a. **Insert** written evaluations of teaching and student mentorship from former students (optional) and department/school or college peers behind the appropriate subsections of the *Evaluations of Teaching* template; see Promotion and Tenure Guidelines (page 7, Section IV, items d and f) for guidelines.

b. If External evaluations are solicited or received:

    i. **Insert** sample solicitation letter <u>after</u> *Sample Letter of Solicitation* placeholder page; see Promotion and Tenure Guidelines (page 9, External Evaluations, item d) for guidelines.

    ii. **Insert** reviewer brief bios <u>after</u> *Reviewer Introductions* placeholder page in order by Reviewer Code; see Promotion and Tenure Guidelines (page 9, External Evaluations, item e) for guidelines. **The Department/School will insert a list of the coding of reviewers as the first page.**

    iii. **The Department/School will insert** all external evaluations, in order by Reviewer Code, <u>after</u> *External Evaluations* placeholder page.

E. Section V: Evidence and Evaluation of Research/Creative Activity

These two PDF files should be created utilizing the appropriate templates and be uploaded to *Section V: Research/Creative Activity* section in the appropriate sub-modules in D2L as noted.

1. The *Evidence of Research/Creative Activity* file should be a single PDF, named appropriately, and include:

a. **Insert** reflective statement on research and creative activity <u>after</u> *Section V: Evidence and Evaluation of Research/Creative Activity* placeholder page; see Promotion and Tenure Guidelines (page 7, Section V, item a) for guidelines on statement.

b. **Replace** *Evidence of Research/Creative Activity* placeholder page with chart; see Promotion and Tenure Guidelines (page 7, Section V, item b) for guidelines on chart.
- **Please convert the source document to PDF (e.g., from within Excel) before replacing placeholder page.**
- **Please orient page(s) to landscape (horizontally) for easier reading.**

c. **Replace** *Evidence of Funded Research* placeholder page with chart; see Promotion and Tenure Guidelines (page 8, Section V, items c) for guidelines on chart.
- **Please convert the source document to PDF before replacing placeholder page.**
- **Please orient page(s) to landscape (horizontally) for easier reading.**

d. **Insert** list of patents, other key distinctions, and research or creative activity awards and honors (as applicable) behind the *Other Evidence of Research/Creative Activity* placeholder page; see Promotion and Tenure Guidelines (page 8, Section V, items d and e)

2. *External Evaluations of Research/Creative Activity* should be submitted using the *Evaluations of Research/Creative Activity* template as follows:

a. **Insert** sample solicitation letter <u>after</u> *Sample Letter of Solicitation* placeholder page; see Promotion and Tenure Guidelines (page 9, External Evaluations, item d) for guidelines.

b. **Insert** reviewer brief bios <u>after</u> *Reviewer Introductions* placeholder page in order by Reviewer Code; see <u>Promotion and Tenure Guidelines</u> (page 9, External Evaluations, item e) for guidelines. **The Department/School will insert a list of the coding of reviewers as the first page.**

c. **The Department/School will insert** all external evaluations, in order by Reviewer Code, <u>after</u> *External Evaluations Letters* placeholder page.

F. Section VI: Evidence and Evaluation of Professional Service

This single PDF file (unless *Evaluation of Service* letters are included) should be created utilizing the appropriate template(s) and be uploaded to *Section VI: Professional Service file* sub-module in D2L.

1. **Insert** reflective statement on commitment to service <u>after</u> *Section VI: Evidence and Evaluation of Professional Service* placeholder page; see <u>Promotion and Tenure Guidelines</u> (page 10, Section VI, item a) for guidelines on statement.

2. **Insert** list of service activities behind *List of Service Activities* placeholder page; see <u>Promotion and Tenure Guidelines</u> (page 10, Section VI, item b) for format and guidelines.

3. **Insert** evidence of outcomes behind *Evidence of Professional Service Outcomes* placeholder page; see <u>Promotion and Tenure Guidelines</u> (page 10, Section VI, item c) for guidelines.

4. *Evaluations of Professional Service, i*f evaluations were solicited or received, should be uploaded as a separate document under *Evaluations of Professional Service (as necessary)* in D2L using the *Evaluations* template and *External Evaluations of Research/Creative Activity* instructions (above) to create.

G. Supplemental Materials

This PDF file will be uploaded to *Supplemental Materials file* sub-module in D2L. Multiple files may be uploaded based on departmental/school or college requirements.

1. **Do not include any <u>required</u> materials in this module.**
2. This section is for use as necessary based on departmental/school or college requirements.
3. **Insert** supplemental materials behind the *Supplemental Materials* placeholder page.