

## UTIA Dossier Preparation Tips

- Remember that your dossier is the means to communicate your program, approach, and specific evidence of your scholarly progress via achievements and impact to the promotion and tenure committee.
- Faculty should follow exactly the dossier format outline in the Manual for Faculty Evaluation, Appendix B.
- List and number all items (publications, grants, etc.), *preferably* from newest to oldest.
- Dossiers should be checked by the submitting department for content and formatting *before* submission.
- Clearly designate your scholarship record from your last promotion, and/or your arrival at UTIA.
- Grant citations should include grant details such as funded totals, grant-specific cost share and in-kind funding, your role, and funding amounts to your programs.
- Clearly define your role in courses, publications, proposals, projects and other forms of academic scholarship listed in your dossier.
- Where appropriate, provide an overall summary table of your scholarship deliverables at the beginning of your dossier.
- Where appropriate, provide summaries of your scholarship at the beginning of sections or subsections of your dossier. Tables, graphs or charts are all effective ways to document your accomplishments in a collective manner (e.g., funds secured over time, publications, student credit hours generated, external contacts, speaking engagements, etc.).
- Make sure that all numbers and totals are consistent throughout the dossier. For example, individual grant citation funding should sum to the total listed in the summary.
- Extension scholarship should be placed under section B, *Teaching Ability and Effectiveness* of your dossier. Extension faculty should include a teaching philosophy.
- Well-organized and focused dossiers are well received by review committees. Keep the combined length of sections B – D of your dossier to 25 pages or less.
- Submit the electronic version of your dossier as a single pdf file with a link *Table of Contents* to the dossier sections. (Thumbnail in word prior to creating pdf.)
- Never embellish any part of your dossier in any way.