Preparing P&T Dossiers with “Punch”

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Your Story

• **Tell your story.. Not someone else’s story**
  – Building the best dossier depends on who you are
    • What is your appointment?
    • What is your area of expertise?
    • How do you fit into the Land Grant Mission?
  – Philosophies should match your teaching, research, and service activities
Organizing

• **Follow directions... but**
  – Use tables, figures, hyperlinks, asterisks for student co-authors as appropriate
    • As long as these can stand alone

• **Detail Matters**
  – Check for consistent formatting & correct typos
Organizing


<p>| Table 1. Summary of Scholarly Publication from 2012-2016 |
|---------------------------------|-----------|----------------|-----------|-----------|</p>
<table>
<thead>
<tr>
<th>Publication</th>
<th>Authorship</th>
<th>Supervised Graduate</th>
<th>Co-Author</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referred Journal Articles</td>
<td>22</td>
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</tr>
<tr>
<td>Conference Proceedings</td>
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<td>-</td>
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<td>6</td>
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<td>Popular Press</td>
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<td>-</td>
<td>1</td>
<td>3</td>
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<tr>
<td>In-House Organs</td>
<td>-</td>
<td>-</td>
<td>2</td>
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<td>6</td>
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</table>

Real. Life. Solutions.
Finding Support

• **Ask, Listen, and Respond**
  – Ask mentors, peers, recently tenured faculty, department head, etc.
    • Feedback on formatting, editing, and placement of activities
  – Listen to their advise
  – Make changes annually and from Mid-Cycle Review
Managing Activities

• Learn to Say “No” to the wrong things... but “Yes” to the right things
  – Dossier reflects how you allocate your time
  – Talk to department heads and mentors before committing
  – Go introduce yourself to faculty member in other departments
    • Grants, papers, and ideas generating
  – If you aren’t being asked, go create opportunities
Take Home

• Be Yourself
• Follow directions but be creative
• Ask, Listen, and Respond
• Learn to No and Yes correctly