

Preparing the Evaluative Dossier for Consideration for Term Renewal, Continuing Appointment, and Promotion

The evaluative dossier includes the following required documents:

1. A current vita, and
2. A reflective self-evaluation statement of
 - a. accomplishments to date in teaching,
 - b. contributions to your discipline, and
 - c. service to the College, community and profession.

Supplementary documents such as the following would also be included in the evaluative dossier:

1. Evidence of teaching effectiveness
 - a. Representative samples of syllabi and other instructional materials from courses taught,
 - b. Peer evaluation
 - i. Classroom visits by the department chair / school dean and at least one other faculty member,
 - ii. Written comments on the visits in some common format that is specific to the department,
 - iii. An evaluation record from several years, including the present, reflecting the full tenure of your appointment,
 - iv. Evaluations of more than one course taught, but not necessarily all courses, reflecting the varied teaching assignment.
 - c. Systematic prose comments reflecting the varied teaching assignment.
2. Student Opinion of Faculty Instruction (SOFI) statistical information and grade distribution data
 - a. Graphs of all classes where SOFIs were given
 - b. SOFI written comments, if desired. (Submission of SOFI written comments is voluntary. Should SOFI written comments be submitted for review, it is strongly recommended that all SOFI forms from any given course be included.)
3. Selected publications
4. Correspondence from publishers, grant reviewers, etc. specifying and acknowledging contributions to research or public service, if relevant
5. Documents which are required by departmental/school regulations

If you wish, you may embed links in your CV or reflective self-evaluation to relevant supplementary documents. When inserted as follows, the links will be accessible when the document is saved and uploaded as a pdf.

- To embed a link, first upload to Google Drive the document to which you wish to link. Right-click on the document, click “Get shareable link,” then return to the document into which you wish to embed the link, and highlight the word(s) where you wish to embed the link. You will then right click on the highlighted word(s), select “Hyperlink”, then right-click and paste the link into the address field of the popup box, and click OK. (Please note that Apple commands may differ slightly.)