

## **DOSSIER PREPARATION FOR PROMOTION AND TENURE CONSIDERATION**

### **MATERIAL THAT WILL NOT BE RETURNED:**

The Chair of the Department or the Dean of the School must provide the following items in a separate envelope that will not be returned to the candidate:

1. Chair or Dean P&T Form completed and reviewed by Department or School P&T Committee.
2. Nine (9) copies of the curriculum vitae.
3. Letters of reference –  
With regard to the letters of reference, please adhere to the following procedures:
  - Confidential letters solicited by the dean of the school or the chair of the department. Letters should be solicited from those who can comment expertly on the candidate's teaching, service and scholarly activities. The department should solicit two to four letters of reference from a list provided by the candidate and two to four letters of reference from a list prepared by the Departmental P&T Committee.
  - Both lists should be submitted to the University P&T Committee along with at least two letters of reference from each of the two lists. Include a copy of the letter(s) that solicited the letters of recommendation along with the complete list of the people to whom it was sent, regardless of whether or not they responded.
  - Provide short descriptions of the credentials of each reference and indicate the reasons for choosing as a reference.

### **MATERIAL THAT WILL BE RETURNED:**

**FORMAT:** Material should be organized into a three-ring binder or one file box. Please submit a primary binder with essential material, supplemented by additional binders, if necessary. Label each binder clearly and include a table of contents.

**IMPORTANT:** Each section should be clearly coded to the format listed in the following outline.

**NOTES:** To promote consistency in assessment by the University P&T Committee:

- An independent citation report for those under consideration for tenure and/or promotion will be provided through the NJIT University Library and supported with subject domain analysis from assigned faculty within the academic department. This report will include impact assessment and rankings (as available) for the journals.
- An independent research report for those under consideration for tenure and/or promotion will be provided through our Office of Sponsored Programs. OSP will provide a listing of research grants and the candidate's role and level of participation in each project.

- The Office of Graduate Studies will verify that the candidate actually performed the role of advisor or thesis committee member for any graduate students listed on the candidate's CV.
- These reports will be provided to the candidate and the P&T committee to establish mutual concurrence.

**Note: Please use the section numbering system developed in this outline – this will help the reviewers find all of the appropriate information).**

**A. In addition to the Curriculum vitae, the following primary material is considered essential:**

**1. Teaching Portfolio:** The portfolio should include the following:

- 1.1. A statement of personal philosophy regarding disciplinary and interdisciplinary education.
- 1.2. Identify and describe the three most important achievements in education of which the candidate is most proud.
- 1.3. A list, signed by the Chair or Dean, of all courses taught by the candidate. Provide the course syllabus for each.
- 1.4. Assessment of Teaching Effectiveness
  - 1.4.1. Student Evaluations
    - 1.4.1.1. An official departmental summary that provides:
      - The number of students registered in each course and the number of students submitting evaluations,
      - A statistical summary of student evaluations of a candidate since his/her last promotion, separately for undergraduate and graduate courses, and
      - Samples of student comments both positive and negative.
    - 1.4.1.2. Originals of all student evaluations.
  - 1.4.2. Results of alternate evaluation and assessment procedures (e.g., by mentors, peers, colleagues, Master Teachers).
  - 1.4.3. A summary of how the evaluations have been considered in developing continuous improvement in the educational environment offered by the candidate.
- 1.5. Information about Curriculum Development
  - 1.5.1. A description of materials prepared for courses delivered via distance learning, and samples of the materials.
  - 1.5.2. Information on innovations in courses, teaching, learning and assessment. Provide samples of innovative course, curriculum and assessment materials.
  - 1.5.3. A list of all new courses proposed by the candidate and approved by the Committee on Academic Affairs. Include if, and how many times, the new courses were offered. Provide samples of new curriculum and course materials.

- 1.5.4. A list of all courses taught in interdisciplinary modes and/or team teaching deliveries
- 1.6. Information pertinent for evaluation if the candidate is a member of a Rutgers-Newark/NJIT federated department.
- 1.7. Any additional material the candidate chooses to include.

## **2. Scholarly Activities.**

- 2.1. Provide a statement of research areas and goals, including involvement in interdisciplinary research.
- 2.2. Identify and describe the three research achievements of which the candidate is most proud.
- 2.3. Prepare material supplemental to the candidate's CV:
  - 2.3.1. Additional information on publications (expanded from what is submitted in the standard CV)
    - 2.3.1.1. Peer-review policies for each publication in which the candidate's work appears (suggest providing pages from each publication that describe the review process).
    - 2.3.1.2. Reviews/citations of published work.
    - 2.3.1.3. Additional scholarly publications that have been submitted and are under review.
    - 2.3.1.4. Scholarly contributions other than publications. If the candidate has written a book, then at least one independent review of the book should be submitted along with information on copies in print/sold and/or universities who have adopted the text.
  - 2.3.2. Additional information on funded grant activities (expanded from what is submitted in the standard CV).
    - 2.3.2.1. Copies of the award letters from the funding agency, which usually address such issues as the amount of the award, duration, and the list of PI and CPIs on the project.
    - 2.3.2.2. Clear description of the candidate's role in each grant activity.
    - 2.3.2.3. Additional grant proposals under development (not yet submitted). Include title, colleagues involved, and candidate's role.
  - 2.3.3. Additional information on supervisory roles:
    - 2.3.3.1. List all undergraduate and graduate students and post-docs that the candidate has supported and/or advised, including the dates and nature of the interaction.
    - 2.3.3.2. For thesis or dissertation candidates, indicate whether the role was as supervisor or member of the committee.
    - 2.3.3.3. Provide information about current career positions of former students.
  - 2.3.4. List the research proposal review panels (including agency and program) on which the candidate has participated.
- 2.4. Identify industry contacts that the candidate has developed, and a description of the nature of the R&D or consulting activity.
- 2.5. Describe the candidate's involvement in international activities, including conferences, and connections with institutions and colleagues.
- 2.6. Any additional material the candidate chooses to include.

**3. Service activities.** The portfolio should include the following:

- 3.1. Important NJIT committee contributions, clearly identifying positions of leadership.
- 3.2. Contributions made while serving in an NJIT administrative position.
- 3.3. Contributions related to student engagement beyond the classroom and research environments.
- 3.4. Activities related to diversity on campus at NJIT.
- 3.5. Activities related to alumni engagement at NJIT.
- 3.6. Activities related to outreach and promotion of NJIT and its programs, and recruitment and retention at NJIT.
- 3.7. Letters attesting to service activities, including department, university, and professional society service.
- 3.8. Important service to the profession.
- 3.9. Any additional material the candidate chooses to include.

**B. Additional supporting material considered helpful (examples cited below):**

1. Copies of relevant pages of conference programs at which the candidate made a presentation or moderated a session.
2. Copies of publications.
3. Letters of invitation or appreciation to the candidate for speaking at conferences, visiting other campuses, participating in reviews or meetings, etc.
4. Reports of committees, especially those that the candidate chaired.
5. Additional material which testifies to the candidate's qualifications for the rank/tenure status recommended.