

## **DOSSIER PREPARATION FOR INTENSIVE THIRD-YEAR REVIEW**

### **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.

### **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. Alternatively, electronic submission is encouraged – provide such materials on CDs, and submit at least two copies.

**IMPORTANT:** Each section should be clearly coded to the format listed on the "REQUIRED CURRICULUM VITAE FORMAT – THIRD YEAR REVIEW" as attached.

#### **A. Primary material considered essential:**

1. Curriculum vitae  
Provide an up-to-date curriculum vitae in standard format (attached).
2. Teaching Portfolio  
The portfolio should include the following:
  - A statement of personal philosophy regarding disciplinary and interdisciplinary education.
  - Identify and describe the three most important achievements of which the candidate is most proud.
  - A list, signed by the Chair or Dean, of all courses taught by the candidate. Provide the course syllabus for each.
  - Originals of all student evaluations.
  - Student evaluations:
    - An official departmental summary should provide:
      - The number of students registered in each course and the number of students submitting evaluations,
      - A statistical summary of student evaluations of a candidate, separately for undergraduate and graduate courses, and
      - Samples of student comments both positive and negative.
    - A summary of how the evaluations have been considered in developing continuous improvement in the educational environment offered by the candidate.

- Results of alternate evaluation procedures (e.g., by mentors, peers, colleagues, Master Teachers).
- A description of materials prepared for courses delivered via distance learning, and samples of the materials.
- Information on innovations in courses, teaching, learning and assessment. Provide samples of innovative course, curriculum and assessment materials.
- 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.
- Information pertinent for evaluation if the candidate is a member of a Rutgers-Newark/NJIT federated department.
- Any additional material the candidate chooses to include.

### 3. Scholarly Activities

- Provide a statement of research areas and goals, including involvement in interdisciplinary research.
- Identify and describe the three research achievements the candidate is most proud of.
- Prepare material supplemental to the candidate's CV:
  - Additional information on publications (expanded from what is submitted in the standard CV)
    - Peer-review policies for each publication in which the candidate's work appears (suggest providing pages from each publication that describe the review process).
    - Reviews/citations of published work.
    - Additional scholarly publications that have been submitted and are under review.
    - Scholarly contributions other than publications.
  - Additional information on funded grant activities (expanded from what is submitted in the standard CV).
    - 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.
    - Clear description of the candidate's role in each grant activity.
    - Additional grant proposals under development (not yet submitted). Include title, colleagues involved, and candidate's role.
  - Additional information on supervisory roles:
    - 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.
    - For thesis or dissertation candidates, indicate whether the role was as supervisor or member of the committee.
    - Provide information about current career positions of former students.

- List the research proposal review panels (including agency and program) on which the candidate has participated.
  - Identify industry contacts that the candidate has developed for R&D or consulting activity.
  - Describe the candidate's involvement in international activities, including conferences, and connections with institutions and colleagues.
  - Provide any additional material the candidate chooses to include.
4. Description of service activities
- Describe important NJIT committee contributions, clearly identifying positions of leadership.
  - Detail contributions made while serving in an NJIT administrative position.
  - Describe contributions related to student engagement beyond the classroom and research environments.
  - Describe involvement in activities related to campus diversity at NJIT.
  - Describe involvement in activities related to alumni engagement at NJIT.
  - Describe involvement in activities related to outreach and promotion of NJIT and its programs, and recruitment and retention at NJIT.
  - Supply letters attesting to service activities, including department, university, and professional society service.
  - Describe important service to the profession.
  - Provide 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.