

CLA P&T Dossier Instructions for sections submitted by candidate¹

GENERAL INSTRUCTIONS

- The candidate and department chair/head/school director should jointly supply (1) applicable department guidelines that establish criteria for evaluation and (2) the weights of each performance area as described in the letter of offer or as modified by subsequent annual evaluations.
- Use reverse chronological order with dates clearly indicated for all lists (of positions held, courses taught, publications, etc.).
- Make all supporting material available for review by the department as supplementary material (not included in the primary dossier). Supporting material can include publications, slides, course materials, evaluative material (book reviews, published critiques, adjudicated production reviews, etc.). You should consult your department chair/head/school director regarding the selection of this material. It should also be made available to the Dean and College Committee if requested, but should not be forwarded to the University Promotion and Tenure Committee.
- Detailed descriptions of activities are best placed in the two required narratives (1h – a one-page statement of your teaching philosophy and 2i – a one-page statement of your scholarly program). Your outreach activities can be described in detail in sections 3a and 3b.
- Include all the following numbered items in your dossier. If you have not done work in a particular category, type “None” for that category.
- You will find a blank template at the end of this instructional document for your use in typing your dossier.

INFORMATION TO BE SUPPLIED BY THE CANDIDATE

- a. A Standard Biographical Data sheet. (You can find the PDF Form at <http://www.auburn.edu/academic/provost/forms.html>)
- b. A percent breakdown of the allocation of time and effort for teaching, research/creative work, outreach, and service for the past three years.
 - Use the percent breakdown assigned annually by your department chair/head/school director for each of the past three academic years. The total for each year should equal 100%.

¹ Note: These instructions were developed as a tool to assist faculty with the assembly of their P&T dossier. They do not replace the guidelines found in the *Faculty Handbook*. Consult the *Faculty Handbook* for specific information regarding the P&T process.

Example:

	Teaching	Research/Creative Work	Outreach	Service
2016-2017	62.5%	25%	5%	7.5%
2015-2016	70%	25%	0%	5%
2014-2015	50%	35%	0%	15%

c. A list of honors and awards.

- Include academic honors, teaching awards, fellowships (such as NEH, NEA), internal support (including professional improvement leave), election to professional societies, etc.

d. A list of scholarly contributions in accord with the outline (1–4) below.

- Present your work as informatively and accurately as possible. Cross-reference work that falls in two areas (e.g., See X.x.). Librarians and archivists should interpret teaching to apply to performing as a librarian or archivist and adapt the following outline accordingly.

1. Teaching

a. A list of actual courses taught for each semester of the past three years.

- Indicate lecture/lab hours per week and enrollment.
 - Indicate any team-taught courses.

b. A list of graduate students whose work has been completed.

- Indicate degree awarded to the student, year, and, if known, position now held by the student.
- Indicate whether you were the major professor or a committee member.

c. A list of graduate students on whose committee the candidate is presently serving.

- Indicate whether you are the major professor or a committee member, the degree the student is working for, and the work that you have done on the committee.

d. A list of courses and curricula developed.

e. A list of grants received related to teaching.

f. A list of publications pertaining to teaching.

- Include textbooks, manuals, articles on pedagogy.
- Use appropriate citation format.

- g. A list of other contributions to teaching.
- h. A one-page statement of your teaching philosophy/self-evaluation in terms of your stated values.

2. Research/Creative Work

- Provide complete publication data for all publications. Use appropriate citation format.
 - In cases of multiple authorship, list names of all authors in correct order.
 - Explain the significance of author order on publications in your discipline.
 - Indicate percent of your contribution or describe the nature of your contribution.
 - Indicate with an asterisk any student contributions.
 - In an appendix, provide proof of acceptance of in-press publications and proof of publications of which acceptance is conditional (e.g., a letter from the editor). This appendix should be included in the dossier sent forward to all committees (rather than in supporting materials).
 - Do not include manuscripts that have not been accepted for publication.
 - For exhibitions and performances, provide dates and locations.
- a. Books.
 - b. Article-length publications.
 - Distinguish publications by type: book chapters, articles in refereed journals and invited articles, bulletins, proceedings, transactions, abstracts, book reviews, non-refereed articles, etc.
 - Optional: Include acceptance rates and rank of journal. (This information will also be supplied by the department chair/head/school director.)
 - c. Papers or lectures.
 - Distinguish by type: papers at professional meetings, invited lectures, etc.
 - Indicate international, national, regional, or local meetings/lectures (in that order).
 - d. Exhibitions.
 - Distinguish between juried or invitational shows.
 - Identify work(s) and juror (juries).
 - Indicate international, national, regional, local exhibitions (in that order).
 - e. Performances.
 - Distinguish between local performances, out-of-town invitationals, concert series, etc.
 - Indicate international, national, regional, or local performances (in that order).

- List performances of your musical compositions here.
 - For publication of musical works and commercially-released audio or visual recordings, list where appropriate.
- f. Patents and inventions.
- g. Other research/creative contributions.
- h. Grants and contracts.
- Note all co-authors, identifying the principal investigator and the involvement of the candidate.
 - Indicate funding source and amount.
 - Distinguish between grants received and grants applied for but not funded.
 - NOTE: List internal support and NEH and NEA fellowships under Honors and Awards above.
- i. A one-page description of your scholarly program. Your work-in-progress and work anticipated should be described here.

3. Outreach

For instructions in how to document your outreach, see the *Faculty Handbook*.

4. Service

- a. **University Service.** List your service to the University.
- Distinguish among service to the University, the college/school, and the department.
 - List university service as part of a previously held position here.
 - List administrative work that reduces your teaching or research assignment here.
- b. **Professional Service.** List your service to professional associations and learned societies.
- Include the offices you have held, committees served on, etc.

Blank Template (according to the AU Faculty Handbook) for P&T Dossier Sections: Information Submitted by the Candidate

For editable Word document, go to <http://www.cla.auburn.edu/faculty/faculty-resources/promotion-and-tenure/>.

INFORMATION TO BE SUPPLIED BY THE CANDIDATE (Bookmark 1: Candidate Information)

- a. A Standard Biographical Data sheet (PDF Form)
- b. A percent breakdown of the allocation of time and effort for teaching, research/creative work, outreach, and service for the past three years.
- c. A list of honors and awards.
- d. A list of scholarly contributions in accord with the outline (1–4) below.
(Bookmark 2: Scholarly Contributions)

1. Teaching

- a. Actual courses taught for each semester of the past three years.
- b. Graduate students whose work has been completed.
- c. Graduate students on whose committee the candidate is presently serving.
- d. Courses and curricula developed.
- e. Grants received related to teaching.
- f. Publications pertaining to teaching.
- g. Other contributions to teaching.
- h. Statement of candidate's teaching philosophy and self-evaluation.

2. Research/Creative Work

- a. Books.
- b. Article-length publications.
- c. Papers or lectures.

- d. Exhibitions.
- e. Performances.
- f. Patents and inventions.
- g. Other research/creative contributions.
- h. Grants and contracts.
- i. Description of candidate's scholarly program.

3. Outreach

- a. Commentary.
 - 1. Description.
 - 2. Mission.
 - 3. Scholarship.
 - 4. Impact
- b. Activities and Products.
 - 1. Instructional activities.
 - 2. Technical assistance.
 - 3. Outreach publications.
 - 4. Electronic products.
 - 5. Other outreach products.
 - 6. Copyrights, patents, and inventions.
 - 7. Contracts, grants, and gifts.

4. Service

- a. University Service.
- b. Professional Service.