

Statement of Philosophy

The CNU faculty dossier is the best opportunity for faculty to present their case for promotion and/or tenure. The faculty dossier also provides faculty members of the DRC and PRC and the Dean and Provost with materials to assess whether an individual faculty member has met the University criteria of excellence in teaching, scholarship and service. Since it serves these dual roles, the dossier must be constructed in a way that mutually benefits both the individual faculty member and those who are reviewing faculty performance.

The process of putting together the dossier must be clear and also flexible so that the final choice on what and how much to include (within limits) should rest with the individual faculty member. For readers of the dossier, it is important that dossier materials be organized utilizing a University-wide format, easily accessible, and useful.

Given these twin goals, we recommend that the faculty dossier include one core binder (no greater than three inches) which contains the materials common to all CNU faculty. These materials will be organized in a standardized fashion, to facilitate ease of reading for all parties. We also recommend that the candidate be allowed to submit any additional binders containing information that they feel is appropriate to their case. These materials should be organized so that each binder represents a different type of product (e.g., published papers; notes of commendation). In selecting which items to include in these supplementary binders, the faculty member is encouraged to distinguish between materials that provide proof that what they claim in the core binder is true (e.g., notices of attendance at meetings) and items that speak to the quality of their performance (e.g., professional work completed). It is generally understood that the latter are more important than the former, however the final choice of what to include is ultimately at the individual faculty member's discretion.

Below are tentative guidelines for the specifics:

Contents of Core Binder

- 1- Copies of the UE-4 and Dept. EVAL-4
- 2- Copies of the EVAL-6 for the year of review and the five previous years of review
- 3- Summary statements for DRC, FRC, Dean and Provost for the year of review and the five previous years of review
- 4- IDEA Information: A table of ratings for "Excellence of Instructor" and "progress on Relevant Objectives" and a brief written analysis of the IDEA data by the faculty member for the year of review and the five previous years of review (*this should be standardized*)
- 5- Representative samples of syllabi
- 6- Current C.V.
- 7- *Student comments on IDEA forms- perhaps on CD since we will be going to online evaluations? Or perhaps printed on two-sided pages to decrease size of dossier*
- 8- *Additional teaching metrics (if appropriate)*

- 9- *CD with scholarship included in core binder rather than in a supplemental binder?*
- 10- *AAUP Guidelines about promotion, tenure and retention*

Supplemental Binders-

While there is no strict limit on the material that can be included in faculty supplemental binders, it is strongly encouraged that such material be closely coordinated with the faculty members' Eval. 6 statement.

To aid individual faculty in making decisions about what to include in the supplemental binders, we offer the following three lists below.

1- Items that *should* be included in supplemental binders:

-Copies of published work/performances (could also be included on a CD in the jacket of the core binder).

2-*Documentation (letters, emails or contracts) on the status of scholarship in progress (e.g., manuscript stage, contact with editors, responding to readers, final drafts). The idea here is that not all stages are equal and may not be evaluated as such, so clarity on the process would be helpful for evaluators.*

2- Items that *may* be included in supplemental binders:

-Copies of relevant course materials demonstrating particular points of emphasis or alterations related to teaching.

- Alternate assessments of teaching effectiveness (e.g., summarized results of pre-test, post-tests done in courses).

-Copies of professional work in progress.

3- Items that *probably should not* be included in supplemental binders

-Copies of letters acknowledging service/participation in CNU activities

-Copies of notes from students thanking faculty for letters of recommendation, etc..

**It would be helpful if supplemental binders would be organized by category- teaching, scholarship, service. This could be done within the confines of one binder (with sections clearly delineated or (if there were enough information) a separate binder for each category.*