

### *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** (order to be determined)

- 1- Department and University Eval-4 documents
- 2- Candidate Eval-6 documents
- 3- Previous summary statements for DRC, PRC, Dean and Provost
- 4- IDEA's with student comments
  - \*Items 2-4 should go back six years
- 5- Course Syllabi and Final Exams
  - \*-Most everyone agrees these are useful tools to assess the rigor of a course and to see if faculty are implementing intended goals in productive ways. Combined with IDEA comments, these are often the best way to "drill down" and discover the source of problems.
  - Everyone also agrees that only the most recent iteration of each course materials should be included.
- 6- List of service commitments

## 7- Faculty C.V.

**Supplemental Binders-** Should be organized by content (one type of material for each binder) and labeled accordingly.

Contents *could* include

1- Copies of published work/performances

\*-Could also be included as a C.D. and could then be included in the jacket of the core binder?

2-Copies of letters from students/faculty/administrators indicating a job well done.

3-Copies of other relevant course materials (assignments etc..) that the faculty member deems relevant.