

### *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) 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 from the DRC, FRC, Dean, 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 Relative 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.
- (5) Representative samples of syllabi.
- (6) Current CV.
- (7) Supplemental binders.

**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.