



REQUIRED DOSSIER CONTENT

Section I: Candidate Overview

Probationary Form or P&T Transmittal Form: The top portion of the probationary form or P&T transmittal form must be completed by candidate.

Table of Contents

Curriculum Vitae: Candidate's complete career curriculum vitae must include:

Education – Include all degrees, professional certifications, and/or licensures

Professional Experience – Include employment history, complete with position titles and duties

Teaching – Include teaching activities under headings similar to the ones listed below.

Courses Taught at University of Detroit Mercy (most recent first)

Courses Taught at other Higher Education Institutions (most recent first)

Commitment to Student Learning (describe or list activities related to student service learning, directed studies, project-based courses, curriculum review, course development, accreditation, etc.)

Professional Development (cite workshops, webinars, and/or conferences attended that were devoted to enhancing pedagogy).

Scholarly Activity: Properly cite all scholarly act

CANDIDATE DOSSIER CHECKLIST

BEFORE SUBMITTING YOUR DOSSIER,
REVIEW AND COMPLETE THIS CHECKLIST.
FOR ITEMS WHICH DO NOT APPLY TO YOUR CANDIDACY, WRITE "NA."

REVIEW OF PERTINENT DOCUMENTS

Candidate has reviewed, understood, and followed "Tenure and Promotion at the University of Detroit Mercy: A Handbook for Candidates and Evaluators."

Candidate has reviewed, understood, and followed the sections of the Bargaining Agreement which apply to tenure and promotion.

FORMAT REQUIREMENTS if using 3 Ring Binder(s) Submission

Candidate's materials are placed in 3-ring binder(s) no more than 3 inches thick.

Candidate's name is identified on the front and side of each binder.

If using more than one binder, the binders are numbered in a series on the fronts and sides of the binders.

A clear and concise Table of Contents is included.

All pages, except Appendices, are numbered consecutively.

Candidate has completed the applicable sections of the Tenure and/or Promotion Decisions Transmittal Form; signed the Form; and included it in front of the Table of Contents.

FORMAT REQUIREMENTS if using Electronic Submission

Upon notification of the intent to submit electronically, Academic Affairs will send you a SharePoint Link to upload your files (see instructions for online submission posted on the Academic Affairs website under the P&T tab).

Your main folder will contain individual folders for each section of the dossier (Candidate Overview, Teaching, Research & Scholarly Activity, and Service)

The Candidate Overview folder will contain the Probationary form or P&T Transmittal Form, a table of contents, curriculum vitae, all annual reports, letters of support, awards and honors, and any additional information to be considered.

The Teaching folder will contain your teaching statement, course syllabi, sample teaching materials and course assessments, any peer teaching assessments/evaluations, all student course evaluations, and a reflective summary of course evaluations.

The Research & Scholarly Activity folder will contain your scholarship statement, external

CANDIDATE DOSSIER CHECKLIST - continued

DOSSIER CONTENT

Section I: Candidate Overview

Probationary Form or P&T Transmittal Form

Table of Contents

Curriculum Vitae

Annual Reports

Letters of Support

Awards and Honors

Additional Information Statement (optional)

Section II: Teaching

Teaching Statement

Course Syllabi

Sample Teaching Materials and Course Assessments

Any Peer Teaching Assessments/Evaluations

All Student Course Evaluations

Section III: Research and Scholarly Activity

Scholarship Statement

Copies of Publications and Scholarly Work

External Evaluator' Letters

Section IV: Service

Service Statement

Evidence of Service Accomplishments