



Candidate Dossier Checklist

Before submitting your dossier, review and complete this checklist. Write “NA” for items that don’t apply to your candidacy.

Check	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 faculty rank, tenure, and promotion.
	Candidate has reviewed the document <u>Tips for Naming Files in Share Point</u> and is aware that failure to adhere to file naming conventions may result in lost files.
	Candidate has reviewed the document <u>McNichols Faculty P&T Dossier Preparation</u> that guides candidates through the dossier preparation process.
	FORMAT REQUIREMENTS for Electronic Submission
	Upon notification of the intent to submit electronically, Academic Affairs will send you a SharePoint Link to your electronic dossier for uploading 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, a reflective summary of course evaluations, and professional development/continuing education.
	The Research & Scholarly Activity folder will contain your scholarship statement, external evaluators’ letters, copies of publications and/or scholarly works appropriate to your discipline, copies of grant abstracts, and grant award letters.
	The Service folder will contain your service statement and a list of service at the various levels (department/program, college/school, university, professional, and community), along with various forms of evidence of service, such as appointment letters, invitations to serve, thank you correspondences, and awards or recognition for service.
	The Provided Folders may not be deleted or renamed. Candidate may add additional folders within any of the provided folders if needed.



Candidate Dossier Checklist - continued

Check	<i>Dossier Content</i>
	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
	Peer Teaching Assessments/Evaluations
	All Student Course Evaluations
	Professional Development and/or Continuing Education
	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

Required Dossier Content

Section One: 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: See checklist for curriculum vitae requirements

Annual Reports: Include copies of all annual reports. Reports must contain Chair's/Discipline Coordinator's, Dean's, and Candidate's comments and all appropriate signatures.

Letters of Support: Include any letters of support from colleagues and/or students.

Awards and Honors: Include any awards/honors.

Additional Information Statement (optional): Include any additional information to be considered. If there are circumstances or information about the candidate that provide additional information applicable to the candidate's career, experiences, or dossier content - for example, gaps in productivity; modified teaching load; information missing from the dossier—the candidate may choose to provide an additional explanation addressing the specific issue(s).

Section Two: Teaching

Teaching Statement: Include teaching philosophy; a list of courses taught; use of any [high impact practices](#), contributions to course, curriculum, and/or program development; teaching and/or learning innovations; instructor training and development; changes and revisions to current University courses with rationales; examples of service learning projects; contributions to student learning outcomes, etc. If applicable, expound on how your teaching connects to the educational traditions of Detroit Mercy sponsors (e.g. a student-centered focus and concern for the dignity of the person). Contextualize previous work and accomplishments as well as future goals. Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.

Course Syllabi: Include copies of representative Detroit Mercy course syllabi (most recent first).

Sample Teaching Materials and Course Assessments: Include samples of teaching materials and course assessments consistent with your School/College criteria.

Peer Teaching Assessments/Evaluations: Include copies of Dean and peer teaching assessments/evaluations consistent with your School/College criteria.

Student Course Evaluations: Include a reflective summary of course evaluation reports, addressing strengths and areas to strengthen. Include all pages of the course evaluation reports, most recent course evaluations first. Candidates for Associate Professor must include all Detroit Mercy course evaluation reports. Candidates for Professor must include all Detroit Mercy course evaluation reports since their last Detroit Mercy promotion.

Professional Development/Continuing Education: Include evidence of professional development engagement related to improving pedagogy and continuing education required for licensure, where applicable.

Section Three: Research and Scholarly Activity

Scholarship Statement: Describe past, present, and future scholarly work. Provide a list of scholarly work included in the dossier and explain the focus, context and goals of your interests and work, as well as its place in and impact on your discipline/area of study. If applicable, expound on how your research connects to the educational traditions of Detroit Mercy sponsors (e.g. concern for the dignity of the person and for the common good of the world community). Specify particularly successful projects and include reference to funded grants, if applicable. Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.

Copies of Scholarly Publications and Work: Include copies of scholarly publications, books, and other work to be considered during the review (most recent first). *If a scholarly publication has been accepted for publication but not published at the time of dossier submission, an acceptance letter and draft manuscript should be submitted instead.* Include abstracts of funded, applied for, and non-funded grants.

Letters from Evaluators External to Detroit Mercy: It is recommended that each candidate work with their Dean's Office to secure external reviewer letters of their scholarly work, consistent with the criteria of their school/college. For promotion to Associate Professor, a minimum of two external review letters are required (*optional for schools/colleges that do not require external evaluations of scholarly activity at this level of promotion*). For promotion to Professor, a minimum of three external review letters are required.

External evaluators should be asked to assess the candidate's standing in the field, commenting on the impact of the candidate's work in the field, explaining ways in which the candidate has added to or modified existing knowledge in the field, addressing candidate's development of new ideas or application of existing theories and evaluating the extent to which the candidate has established him/herself as an independent scholar in the field.

Each College, School, or Unit will determine the process by which external reviewers are identified and contacted. Each letter must be accompanied by a brief biography or CV of the reviewer. Untenured faculty will not ordinarily be invited to serve as reviewers. Editors of volumes in which a candidate has published an essay may be considered as reviewers.

External review letters must be solicited from individuals "at arm's length" from the candidate. That is, **the following may not be chosen** to serve as reviewers: the candidate's doctoral or postdoctoral directors/mentors; individuals with whom, in the last three years, the candidate has worked as a co-author, collaborator, or co-investigator on scholarly, research, or artistic projects; close friends from graduate school; or anyone with whom the candidate has had a personal relationship.

Section Four: Service

Service Statement: Describe past and present service and plans for future service work and include a list of service at the various levels (department/program, college/school, university, professional, and

community). Explain your interests and your accomplishments in service. Include reference to and/or further description of items included on your curriculum vitae. Expound on how your service connects to Detroit Mercy's mission (provide excellent student-centered undergraduate and graduate education in an urban context) and/or the educational traditions of Detroit Mercy sponsors (promotion of justice and compassionate service to persons in need). Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.

Evidence of Service: Such evidence may include invitation and appointment letters; thank you letters and other forms of recognition from Committee Chairs, leaders of organizations, student advisees/mentees, etc.; awards and/or other forms of accomplishment, acknowledgement, and recognition. Other acceptable forms of evidence include screen shots of webpages showing committee membership, meeting minutes, and/or annotated photographs of engaged service.