Recommendations and Documentation Issues for Faculty Dossiers

College of Education

Recommendations

I. Candidate's Vita

- Must be current
- Must be accurate
- All publications and conference presentation citations need to be in APA style (except for HESS and nutrition program)
- On co-authored publications and presentations make sure the order of authorship or presentation is consistent across all parties
- Differentiate accepted journal articles according to the following sections:
  o invited journal articles
  o national/international refereed journal articles
  o regional/multi-state refereed journal articles
  o state refereed journal articles
  o manuscripts under review (include letter from editor in your dossier)
  o do not list articles that you are currently working on or use the word "forthcoming" or "in progress"
- Differentiate other publications according to the following sections:
  o books (distinguished between authored and edited books)
  o refereed book chapters
  o non-refereed book chapters
  o encyclopedia entries
  o monographs
  o book/test reviews
  o non-refereed publications
  o published curriculum guides/materials
  o other
- Differentiate conference presentations according to the following sections:
  o invited national presentations
  o invited state presentations
  o national/international refereed presentations
  o regional/multi-state refereed presentations
  o state refereed presentations
  o other (UNM, school districts, community, etc.)
II. Candidate's Statements: VERY IMPORTANT to make your case!

**Opening Statement:**

Pertinent personal and professional background; General summary of your teaching, scholarship and service accomplishments Self-assessment of your progress (mid-probationary reviews only)

**Research Statement**

- Identify your research agenda(s) and its potential impact (why is it important)
- What impact has your scholarship had on the field and/or on practice (*for tenure and promotion reviews only*)
- Identify your research accomplishments
- Identify which publication(s) you considered your best
- Why did you select the 5 scholarships products for external reviewers to review
- Identify acceptance rates of journals if possible
- Identify journal impact factors if possible
- Ascertain and provide information regarding the number of times your research has been cited by others (Social Sciences Citation Index)
- Identify what your plans are to sustain and enhance your scholarship
- Identify what you have done to address any concerns noted or recommendations made in previous annual faculty reviews and/or mid-pro reviews
- Provide your self-evaluation of your progress toward successful performance in this domain (mid-pro evaluations)
- Identify unique factors that merit consideration regarding your scholarship activities

**Teaching Statement:**

- Provide your teaching philosophy
- Identify the various teaching methods/strategies you use
- Identify the various assessment and benchmarks you use to assess students
- Identify the number of different courses you have taught
- Explain and self-evaluate your student evaluation data
  - consistency across different classes
  - improvement with subsequent teaching of the same class
- Identify common themes noted in your student evaluations' comments and give examples
- Explain how you have responded to the feedback and comments you have received from your student evaluations
- Identify the number of peer evaluations conducted by tenured colleagues that you have conducted and your interpretation of the feedback you received and how you have incorporated or consider any suggestions/recommendations
made or addressed any areas of concerns

- Explain what you have done to improve your teaching
- Identify what you have done to address any concerns noted or recommendations made in your previous annual reviews and/or mid pro evaluations
- Provide your self-evaluation of your progress toward successful performance in this domain (mid-pro evaluations)
- Identify unique factors that merit consideration regarding your student and/or peer evaluations (do not justify low ratings because your standards are more rigorous than our colleagues)

**Service Statement:**

- Identify your service accomplishments by the following categories
  - Service to the Profession
  - Service to the University
  - Service to the College
  - Service to your Department and Program
  - Service to the Community
- In view of COE work-load policy, identify what you accomplished in your service activities
- Explain the benefits or impact of your service
- Identify the number and percentage of departmental faculty meetings attended
- Identify the number and percentage of program faculty meetings attended
- Identify the number and percentage of COE faculty meeting attended
- Identify what you have done to address any concerns noted or recommendations made in your previous annual reviews and/or mid pro evaluations
- Provide your self-evaluation of your progress toward successful performance in this domain (mid-pro evaluations)
- Identify unique factors that merit consideration regarding your service contributions

**III. Other Helpful Recommendations to Consider**

- Review faculty dossiers when there is an open call to do so. It is helpful to see what your colleagues have done and how they have prepared their dossier and written their various candidate statements. (*Do not complete an evaluation form.*)
- Start thinking about individuals who you might want to serve as one of your external reviewers.
- At conferences, go to presentations that pertain to your research agenda and evaluate whether this presenter might be a good external evaluator. What researchers have you cited in your research? Can these individuals be an external reviewer?
- Make sure you have a colleague review your opening, research, teaching and
service statements prior to submitting your dossier.

- I ask myself the following questions as a reviewer:
  - What does this professor's accomplishments across her/his tenure-track probationary period indicate about his/her future continued performance, trajectory and/or promise?
  - Is this trajectory indicative of what I want to see in a tenured colleague and is it beneficial for our students, college, university and profession?