

UTIA Dossier Preparation Tips

- Remember - your dossier is the means to communicate your program, approach, and specific evidence of your scholarly achievements and impact to the promotion and tenure committee.
- Use the dossier format shown in the Faculty Handbook appendix “Assembly of the Tenure/and or Promotion Dossier”. Include all sections. Leave non-applicable sections of the dossier blank in order to maintain formatting. Successful dossier examples are available to review in the UTIA Senior Vice-President/Senior Vice-Chancellor’s office.
- Dossiers should be checked by the submitting department for content and formatting *before* submission while making sure information in Section A-1 and statement of responsibilities are complete and correct.
- Clearly designate or include only your scholarship record from the date of submission of your last promotion, and/or your arrival at UTIA in your dossier.
- List and number all items (publications, grants, etc.), *preferably* from newest to oldest. For publications indicate corresponding authorship where relevant and identify your graduate students; for grants be sure to indicate if you were the Lead PI or co-PI.
- Include only articles that are published or in press (with documentation of final acceptance) under the “Articles published in Refereed Journals” section (C. 2. a.). Manuscripts “submitted” and “under review” are to be listed in C.2.k.
- Grant citations should include grant details such as title, PI and co-PIs, funded total, grant-specific cost share and in-kind funding, your role, and funding amounts that went to your program.
- Clearly define your role in courses, publications, proposals, projects, and other forms of academic scholarship listed in your dossier.
- Where appropriate, provide an overall summary table of your scholarship deliverables at the beginning of your dossier. For grants, include total amount of funding, total amount of funding as Lead PI, total funding awarded to your program during review period. Make sure that any summary tables included are accurate representations of your record of achievements.
- Where appropriate, provide summaries of your scholarship at the beginning of sections or subsections of your dossier. Tables, graphs or charts are all effective ways to document your accomplishments in a collective manner (e.g., funds secured over time, publications, student credit hours generated, external contacts, speaking engagements, etc.). Take effort to make sure that tables, graphs, or charts are legible and don’t assume reviewers will print documents in color.
- Make sure that all numbers and totals are consistent throughout the dossier. For example, individual grant citation funding should sum to the total listed in the summary.
- Extension scholarship should be placed under section B, *Teaching Ability and Effectiveness* of your dossier. Extension faculty should include a teaching philosophy.
- Well-organized and focused dossiers are well received by review committees. Never embellish any part of your dossier in any way.