PACE UNIVERSITY
The Faculty Center

Top Tips on Dossier Development

Below are top tips and feedback received from past applicants, Deans and review committees:

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Do NOT assume things are obvious .

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Letters of support and confidential external evaluations can speak about the contributions you make in your field.

Statements are like argument essays: thesis, proposition, evidence:

Red flag: when claims are made but not supported by evidence.

When coming in with years from previous institution: you can talk about your previous experience, provide the evidence, but connect it and tie it to what you are doing at Pace. need to leave out previous experience. Make sure to also separate into different files in your supporting -

publications (not necessarily top publications), Pace looks at that seriously.

Pace Committees understands some of the comments that can be made by students, if you taught a particularly difficult course, have your Chair write a letter on that and speak on that in your statement.

Chairs and Deans want their candidates to be successful.

When applying for Tenure: make a statement about the future:

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Good to include visuals, table/charts/images in your statements.

gone through those stages, the university level has such an abundance of information. The university level reviews those reports thoroughly.

(TAP only) The chair first will review your draft in Spring. Then they write their

from the Spring seriously and to incorporate them into your dossier.

Everybody

your number

own it and find a way to tell your story.

Your Chair or (Associate Dean if you are the Chair) is very important for your review, if -level committees should know, then tell that to the Chair.

Throughout your years at Pace, collect evidence into a folder (scan items that you do not have digitally) use your Annual Review as incremental steps.

Annual review is less of a story that is told and more of just highlights of accomplishments.

Document the committees you were part of, service done, professional development workshops attended, etc.

Mid-

growth.

Going for promotion when already tenured: Spend more of your dossier talking about what you have done since getting tenure. But include your work pre-tenure as well. Make sure to be as clear as possible about what in your portfolio was completed pre-tenure and what was post-tenure. Make sure to separate into different files in your supporting documents, for

-Tenure Publications -

There are many ways to organize your research/scholarship portfolio. Think carefully about your organizational structure (thematic and chronological can both work well depending on your work).

Look at examples of Pace dossiers in your field or of colleagues whose work excites you.

Think about: What is the story you want to tell about yourself as a scholar?

When you write about your work, remember the range of disciplines. One way to think about this is: imagine you are at a dinner party with an astrophysicist, an award-winning Broadway direct

Are there course evaluations/comments from students that stand out greatly in a positive way? Discuss those

- Letters of you as a role model or exemplary teacher, e.g., commentary on teaching-related writing, documentation of requests for mentoring from colleagues.

Present distinguished teaching awards or other recognition of teaching competence.

In your appendix, show:

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Create a reflective statement describing scholarship/research accomplishments.

Develop a synopsis in bullet form that highlights your scholarship/research accomplishments.

What has been your most significant scholarship/research accomplishment?

What is the impact value of the journals in which your work has been published? If you reference a publication that is very important in your field

Scholarship/Research Professional Development Activities (1 page):

Describe and list your efforts to develop your scholarship/research, such as workshops, conferences, writing seminars attended (for each indicate who conducted it, the topic, and its impact upon your work).

- Include evidence of this (certificates, correspondence confirming attendance, etc.) in the appendix.

Describe any distinguished research and/or awards or other recognition of research competence you have received.

Describe local, regional, national, and international presentations programs and presentations you have offered in connection to professional development in scholarship/research

- Provide copies of invitations to research-related conferences.
- Include evidence of this (certificates, correspondence, etc.) in the appendix.

Service Statement Outline

Create a reflective statement describing service accomplishments (2-9 pages)

Develop an introduction that describes the importance and impact of your service contribution at the Departmental, College, University levels as well as community.

What has been your most significant service accomplishment?

What kind of leadership positions have you held? What did you do in this role?

Develop a synopsis in bullet form that highlights your service accomplishments.

Are there comments from other teachers/professionals in the field about your service that stand out greatly in a positive way? Have you been asked many times to contribute your time and skills for any particular project?

Describe and explain any external service you have done (this includes all service outside of Pace

- Statements from colleagues in which you served on committees and provided significant contribution.

Describe your leadership responsibilities in projects, community, collaborations with students and other faculty, etc.

- Were you involved with your students, community at Pace? Did you attend events and have relationships with colleagues?

Describe programs and presentations you have done (led) in relation to service.

- Include evidence of this (correspondence, etc.) in the appendix.
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