

Dossier Orientation

Promotion/Tenure Support

9.10.23

Purpose of your Dossier

- Critical self-analysis of career development
- Document/demonstrate your body of work
- Share your Innovations and Achievements as an educator
- Note your professional Contributions

Your Department Chair is your primary guide

Criteria for Promotion/Tenure

- Educational qualification
 - terminal degree in one's area of responsibility
- Length of service
 - years of teaching at an accredited university
 - years of teaching at Pacific
 - years in current rank
- Performance Excellence

Faculty Handbook 3.4 explains details of each

Cycle for Promotion/Tenure Consideration

- Evaluation for tenure takes place during the year prior to when tenure would begin
 - Evaluation process is accomplished during year 6
- Tenure Track (TT) evaluation timeline is firm – cannot be postponed
- Teacher Clinicians (TC) may elect which year to be considered (once temporal requirements have been met)

Cycle for Promotion/Tenure Consideration

Mar 1	Intent to apply for consideration
Aug 1	Dossier due to FAPTC - review begins <ul style="list-style-type: none">• Internal Review Committee – Faculty/Students• FAPTC report• Tenure vote (if applicable)• Chair letter• Dean's Letter
Nov 15	Application submitted to University (TT only)
Apr 1	Univ P&T Committee completes review <ul style="list-style-type: none">• TT and promo to Professor
Apr 15	Notification of President's TT/Professor decision Notification of Dean's NTT decision

Criteria for Promotion and Tenure

Excellence must be demonstrated in the following areas:

- Teaching
- Patient Care
- Scholarship
- Service
- Humanism

Faculty Handbook 3.4 offers great details

Dossier Contents

- Recommendations **
- Evaluation Committee Report **
- Self Evaluation
- CV
- Evaluations – Students, Peers, Chair
- Teaching Materials
- Scholarly Activities
- Service
- External Letters ** consideration for tenure; full professor
- Other [**FAPTC will be responsible for gathering these]

University E-Dossier

In June 2022, the University transitioned to Interfolio Faculty 180 as it's e-portfolio platform

We encourage you to enter activities and evaluations into Interfolio in an ongoing way.

When you request consideration for promotion/tenure, the University will create a special "case" to bring your data together into a dossier for the process. Academic Affairs can help you establish your "case".

University E-Dossier

- The University offers an Interfolio Training Guide at:

<https://pacificedu.sharepoint.com/sites/Faculty180>



HOME / ARTHUR A. DUGONI SCHOOL OF DENTISTRY /
FACULTY & RESEARCH AT THE DUGONI SCHOOL

Faculty Development Resources

SECTION MENU



<https://dental.pacific.edu/dental/faculty-and-research/resources>

Self Evaluation Inclusions

- *Appointment:* Description of annual departmental teaching responsibilities
- *Personal Statement:* A 3-5 page narrative that details your career journey as an educator, influences, teaching interests, goals, etc.
- *Rank/Appointment:* Identify rank at initial appointment, track (teacher-clinician or teacher-scholar), days/week, weeks/year; changes since initial appointment. Demonstrate with appointment letters or detail in personal statement. Redact compensation
- *CV*

Curriculum Vitae

- Current – [leave a copy on your desktop for easy update]
- Well-formatted and accurate
- Organized
- Clearly describes your body of work
- Sections should be in chronological order and show date of publication, service commitment, etc.
- Interfolio eCV is a start – customization recommended

Evaluations

- MFFEs
- Student ratings of instruction (faculty and course evaluations)
- Peer observations – use formatively and archive
 - Lecture
 - Seminar/small group
 - Pre-clinical lab
 - Unstructured clinic
 - Blended course

Peer Observation

- Goal is formative feedback
- No fewer than two peer observations
- Variety of settings
- Candidate and their chair schedule observations
- Academic Affairs - Sinky Zheng - can provide necessary forms for this process, list of calibrated peer evaluators, and/or act as an observer if you like
- Demonstrate positive change in response to recommendations

Teaching

Examples:

- Course syllabi
 - Examples of presentations/workshops/active learning activities
 - Innovative materials created for your courses - evidence of your contributions to teaching
 - Videos, online learning modules, online self assessment/etc.
 - Course design and curriculum development at the school
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- Please note whether you were course director, presented select lectures, instructor, etc.

Promoting Patient Care

Examples:

- Representing and upholding standards of care
- Study and improvement of care delivery
- Enhancement of Dugoni clinic system
- Mediation of disputes/correction of treatment errors

Scholarship

Examples:

- Gold standard: original research - peer reviewed publications
- Abstracts, book chapters
- Grants – received/pending/*even if unfunded*
- Book reviews
- Editorship
- Invited presentations
- Please note peer reviewed publications, posters, presentations separately

CV Scholarship FAQ's

- Posters and related published indexing of the same poster should show as a single Scholarship entry on your ECV.
 - Example: Author(s) "Poster Title". American Dental Education Association Annual Sessions, Chicago, IL 2019. Abstract: Journal of Dental Education, 2019; 83.2: 220.
- Invited Presentations are generally outside of the school
 - Exceptions: internal presentations selected via competitive review and selection. Examples: Helix Innovation and Teaching Showcase presentation
- Faculty Cross-training/Orientation should be noted under Service

Service

Examples:

- School, university, regional, national committee work, leadership – ex: CDA, ADEA, ADA, AADOCR Head Start, etc.
- Community Outreach
- In-house CE, ex: cross-training, faculty development
- Evidence: letter of appointment to committee, certificate of appreciation, etc.
- Champion each other when service opportunities arise!

Letters

- Contributions to the field or the school that candidate is especially proud of
- Letters from students should generally not be included in the dossier. Limit to one or two that speak to teaching abilities
- Remove thank you notes (*fan mail*) that do not clearly demonstrate excellence in teaching, scholarship, service or patient management.

External Letters

- University expectation regarding tenure review
 - Two external reviewers - not acquainted with candidate
 - Familiar with the discipline
 - Familiar with promotion and tenure review process
 - FAPTC will solicit these reviews in collaboration with dept. chair
- For promotion to Full Professor
 - FAPTC will request the names of 5 colleagues who know, and can speak to your body of work – but with whom you have not directly collaborated

Miscellaneous (optional)

Examples:

- Awards that don't fit into the teaching/scholarship/service sections.

Some Pointers from the FAPTC

- Start personal statement now—make it a living document
- Scholarship – think about a scholarship theme or area of interest; seek out others with like interests
- Service - review list of school committees, nominated and appointed; let your chair know areas of interest/skill. You can also self nominate.
- Keep your CV current

Some Pointers from the FAPTC

- Keep a record of courses in which you participate or regularly teach
- Keep all course syllabi, modules, etc. that you develop, especially if they evolve over time
- Keep a running log of external presentations or professional participation (organized dentistry, study clubs, etc.)
- Keep a record of awards, letters of commendation, etc.

