

# Dossier Orientation

## Promotion/Tenure Support

6.27.22

# 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"><li>• Internal Review Committee – Faculty/Students</li><li>• FAPTC report</li><li>• Tenure vote (if applicable)</li><li>• Chair letter</li><li>• Dean's Letter</li></ul> |
| Nov 15 | Application submitted to University (TT only)   |
| Apr 1  | Univ P&T Committee completes review <ul style="list-style-type: none"><li>• TT and promo to Professor</li></ul>   |
| Apr 15 | Notification of President's TT/Professor decision<br>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 its e-portfolio platform

We encourage you to enter activities and evaluations into Interfolio 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”.

-  A. Cover Sheet
-  B. Letter of Intent and Guidelines
-  C. Dean's Letter
-  D. Chair Letter
-  E. Evaluation Report
-  F. Curriculum Vita
-  G. Self-Evaluation
-  H. Annual Evaluations
-  I. Course Materials
-  J. Course Evaluations
-  K. Research and Scholarship
-  L. Sevice
-  M. Other Relevant Materials



# University E-Dossier

- The University offers an Interfolio support site at:

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



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FACULTY & RESEARCH AT THE DUGONI SCHOOL

# Faculty Development Resources

SECTION MENU



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

# Alternate E-Dossier/Portfolio

- Teacher Clinician Track has format latitude
- Same content areas as traditional dossier

- Example: Zheng

<http://meixunzhengdossier.weebly.com/>

# Self Evaluation Inclusions

- *Contract Form*: 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 detailed 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
- Interfolio eCV is only 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 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



# 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

# Service

## Examples:

- School, university, regional, national committee work, leadership – ex: CDA, ADEA, ADA, Head Start, Boy Scouts, 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
- 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.

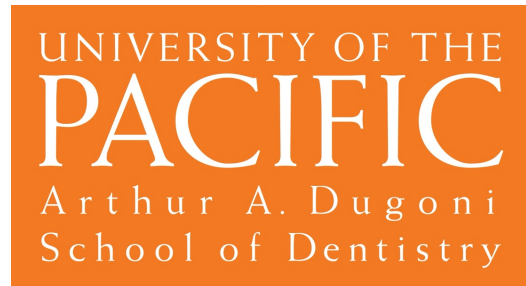
## Some Pointers from the FAPTC

- 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.





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Arthur A. Dugoni

School of Dentistry