

Dossier Orientation

Promotion/Tenure Support

9.16.21

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 Table of 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

University e-format

- University will open this site for loading when you signal intent for review
- Example: Ferreira - request from Cindy Lyon

- 📁 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



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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 venues
- 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:

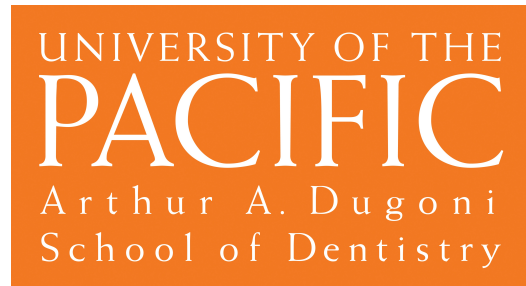
- Awards that don't fit into the teaching/scholarship/service sections.

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
- 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