

# DOSSIER 101

04/23/24

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# Overview

**Dossier Sections**

**Instructions**

**Common Formatting Errors**

**Personal Statements**

**Resources**

**Virtual Tour**

# Anatomy of the Dossier

**Non-evaluative Sections = Data: Lists & Tables**  
**Candidate Completes)**

**I. Teaching**

**II. Research**

**III. Service**

**IV. Statement on Diversity, Equity and Inclusion**

**V. Interdisciplinary Work Statement (*optional*)**

# Anatomy of the Dossier

## **VI. Evaluative Section- VI. Preparer Completes**

**A. Peer Evaluation of Teaching (REQUIRED)**

**B. External Letters of Reference\***

**C. Letters of Collaboration/ Collaborator  
Attestation (if applicable)**

**D. Letters of Support\*** (optional, but recommended)

\*Discuss early; can recommend names

# Instructions

1) **Dossier Guidelines:** OVPFA website

**Parts I – IV**

**Part III** – Covers every item

2) **Dossier Section Headers**



# GENERAL FORMATTING TIPS





- **Chronological Order:** oldest to the most recent
- **Font Size and Style:** Arial, Calibri, Times New Roman  
Consistent throughout dossier  
Font size 10-12 points
- **Statements One-Page Limit Requirement:**  
All four margins no smaller than ½ inch  
Follow font size & style rules
- **Numbering Lists:** Entries must be numbered  
Include spaces between entries
- **Acronyms: Do NOT use!** Remember audience
- **You may NOT edit the form in any way**

# Personal Statements

- **YOUR VOICE** - Opportunity to address the reviewers & provide info that isn't in the lists and tables. **Put work in context; explain growth & impact**
- **REMEMBER YOUR AUDIENCE!** **No jargon, acronyms or technical language.**
- **FUTURE GOALS:** Be **specific**; don't end with "more of the same".
- **INTERDISCIPLINARY WORK-** Optional? Highly recommended!
- **DIVERSITY, EQUITY & INCLUSION-** Required if hired after 8/16/21; recommended
- **"DRAFT & CRAFT"** – review, revise, polish; get feedback from peers & senior faculty.
- **START EARLY** – needed for external reviewers

**Check spelling, grammar & punctuation!**



## QUESTIONS, SUPPORT & GUIDANCE!

- **Your Department Coordinator**
- **Jill Glascott**      [jillg@uic.edu](mailto:jillg@uic.edu)
- **Wendy Cerny**      [cernyw@uic.edu](mailto:cernyw@uic.edu)

