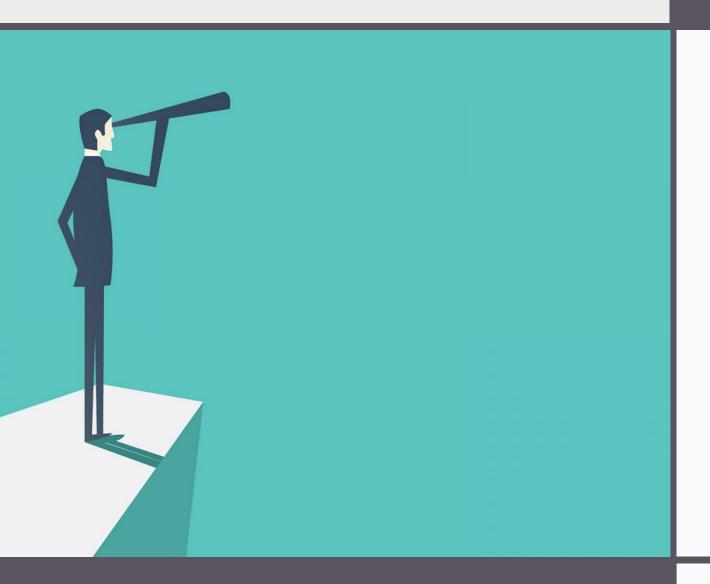
DOSSIER 101

04/23/24
WENDY CERNY & JILL GLASCOTT, OFFICE OF FACULTY AFFAIRS



Overview

Dossier Sections

Instructions

Common Formatting Errors

Personal Statements

Resources

Virtual Tour

Anatomy of the Dossier

Non-evaluative Sections = Data: Lists & Tables

<u>Candidate</u> 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. <u>Preparer</u> 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 <u>NOT</u> use! Remember audience
- You may <u>NOT</u> 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

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