PREPARING AN EFFECTIVE DOSSIER FOR THIRD YEAR REVIEW

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DOSSIER THIRD YEAR REVIEW

• Teaching
  • Teaching Effectiveness
  • Teaching Productivity
  • Teaching Innovation

• Professional Development
  • Conferences/Workshops: Participant, Leadership Role
  • Professional Development: Study, Impact
DOSSIER THIRD YEAR REVIEW

• Scholarly Productivity
  • Refereed Publications
  • Funded Proposals
  • Research Published/Developmental Stage

• Creative Productivity
  • Performance Review
  • Exhibition Review
  • Publication Review
DOSSIER THIRD YEAR REVIEW

- Administration
  - Innovation Introduced
  - Distinctive Leadership
  - Distinctive/Management Supervision
DOSSIER THIRD YEAR REVIEW

• Distinctive Service
  • Campus
  • Local/State
  • National/International
BEST PRACTICES IN PREPARING THE DOSSIER

• Dossiers should not exceed 4 ½ inches in depth.
• Dossier entries should be limited to pertinent data documenting achievements in teaching, research and service. Documents that do not support the three areas will not be reviewed.
• Computer graphics and pictures may be used where appropriate, but should not substitute for written evidence or valid documentation.
• DOSSIERS SHOULD BE ORGANIZED, FOLLOWING A CLEAR AND CONCISE FORMAT. Candidates should familiarize themselves with the information regarding the expected format for the dossier included in the Appendix of the Faculty Handbook.
• Do not include a copy of a published book. Rather list citations of the books to include author, title, publisher, year and ISBN number.
• There should be no duplicates of any document in the dossier. If there is a need, reference where the document first appears in the dossier.
• Use dividers.tabs to separate sections.
• The dossier must contain a table of contents.
BEST PRACTICES IN PREPARING THE DOSSIER

- All pages should be numbered and placed in non-glare, plastic protector sheets (if possible). Avoid "stuffing" multiple-page documents in one protector sheet.
- Give more emphasis on documenting the facts, avoid lengthy narration and explanation.
- List all courses taught at Hampton University.
- There should be no more than two samples of course outlines/syllabi, handouts, and examinations.
- List all funded and non-funded research proposals/grants, student scholarships and gifts obtained at Hampton University, including collaborations with other universities.
- Submit five to seven summaries of course/instructor evaluations for the last 3 years.
- Submit no more than 5 testimonial letters from Hampton University colleagues.
BEST PRACTICES IN PREPARING THE DOSSIER

- Submit no more than 5 testimonial letters from past students. Such letters should focus on the candidate’s teaching, research/scholarly activity, and/or service, rather than being a reflection of the professor’s popularity.
- Submit no more than 5 testimonial letters from colleagues external to the university.
- Provide a complete list of refereed publications – copy of only the first-page mentioning the title, authorship(s), and name of journal, volume and date, number of pages, and abstract of the publication.
- Provide a complete list of contributed publications – copy of only the first-page mentioning the title, authorship(s), name of publication, volume and date, number of pages and abstract of the publication.