

**College of Liberal Arts**

**Department of Psychological Science**

**Dossier Preparation Guidelines for Lecturers**

Table of Contents

[Dossier Preparation Guidelines 2](#_Toc165372992)

[Organization and Naming of Supporting/Supplemental Files 2](#_Toc165372993)

[TEACHING 2](#_Toc165372994)

[RESEARCH (Optional) 2](#_Toc165372995)

[SERVICE 3](#_Toc165372996)

# Dossier Preparation Guidelines

**Lecturers** must follow the guidelines for creating and naming the supporting/supplemental files in their dossiers.

# Organization and Naming of Supporting/Supplemental Files

To provide greater consistency in the submission and review of dossier materials, faculty must use the following approach to creating and naming supporting/supplemental files.

It is recommended that faculty maintain a file folder for each area (teaching, research, service) so that supporting files can be added to each folder annually and then all files uploaded to the dossier for comprehensive evaluations.

## TEACHING

* **AY Syllabi.** A single PDF containing all syllabi for the courses taught that academic year (e.g., “23-24 Syllabi.pdf”)
* **AY Peer Observations.** Evidence of peer observation(s) of teaching should be provided in a combined PDF file for each academic year (e.g., “23-24 Peer Observations.pdf”)
* **AY Student Comments.** If the candidate chooses to include student comments received as part of course evaluations, these should be provided in a combined document for each academic year (e.g., “23-24 Student Comments.pdf”).
* **AY Teaching Trainings.** Evidence of participation in or attendance of teaching workshops/training should be provided in a combined PDF file for each academic year (e.g., “23-24 Teaching Trainings.pdf”)
* **AY Student Mentorship.** Evidence of student mentorship should be included in a combined PDF file for each academic year (e.g., “23-24 Student Mentorship.pdf”).
* **AY Teaching Grants.** Evidence of teaching related grants should be included in a combined PDF file for each academic year (e.g., “23-24 Teaching Grants.pdf”).
* **AY Course Development.** Evidence of new course development or new curriculum materials, teaching methods, and teaching formats should be included in a combined PDF file for each academic year (e.g., “23-24 Course Development.pdf”).
* **AY Teaching Awards.** Evidence of teaching awards should be included in a combined PDF file for each academic year (e.g., “23-24 Teaching Awards.pdf”).
* **AY Textbooks and Materials.** Evidence of published textbooks and educational materials should be included in a combined PDF file for each academic year (e.g., “23-24 Textbooks and Materials.pdf”).
* **AY Teaching Other.** All materials that do not fit neatly within one of the categories listed above should be combined into in a separate PDF (e.g., “23-24 Teaching Other”).

## RESEARCH (Optional)

* **AY Conference Presentations.** A single PDF providing evidence of conference research presentations during the academic year (e.g., “23-24 Conference Presentations.pdf”).
* **AY Accepted Article – Title.** A separate PDF for each article ACCEPTED during the academic year. This can be an email indicating acceptance (e.g., “23-24 Accepted Article – Faculty perceptions about the burden of academic evaluations.pdf”). If an article is subsequently published, evidence of the published article should be included instead of evidence of acceptance.
* **AY Published Article – Title.** A separate PDF for each article PUBLISHED during the academic year (e.g., “23-24 Published Article – Faculty perceptions about the burden of academic evaluations.pdf”).
* **AY Submitted Grant – Title.** A separate PDF for each grant SUBMITTED during the academic year (e.g., “23-24 Submitted Grant – A comparison of intervention X and intervention Y for increasing mental health.pdf”).
* **AY Awarded Grant – Title.** A separate PDF for each grant AWARDED during the academic year (e.g., “23-24 Submitted Grant – A comparison of intervention X and intervention Y for increasing mental health.pdf”).
* **AY Research Other.** All materials that do not fit neatly within one of the categories listed above should be combined into in a separate PDF (e.g., “23-24 Research Other”).

## SERVICE

Note: Supporting materials for service must be separated into three files: representing service to the department, service to the college or university, and service to the community or profession. Each element within the file should be clearly identified.

* **AY Department.** Evidence of service to the department during the specified academic year (e.g., “23-24 Department.pdf”).
* **AY College-University.** Evidence of service to the college or university during the specified academic year (e.g., “23-24 College-University.pdf”).
* **AY Community-Profession.** Evidence of service to the community or profession during the specified academic year (e.g., “23-24 Community-Profession.pdf”).