Mid-Tenure of Full-Time Faculty

Guidelines for Candidates Preparing their eDossiers on Interfolio

The purpose of the eDossier is to represent both your academic and professional qualifications and your performance as a faculty member. The dossier presents the evidence upon which the provost will make a promotion decision. Therefore, it is important that it be as representative, complete and clear as possible. A concise and relatively uniform presentation aids in the evaluation process. Carelessly presented dossiers can hinder effective evaluation.

It is recommended to attend the Faculty Center Academic Portfolio Workshop held in January and June. For assistance regarding Interfolio, contact Ally Kimmel in the Faculty Center (212-346-1471; akimmel@pace.edu). It is to your benefit to initiate contact with Ally early in the process.

You may find it helpful to ask colleagues who have recently been through the process to let you review their materials. Find a supportive colleague to discuss dossier preparation in general, to offer suggestions for your dossier, and to read it before you turn it in.

Formatting Guideline for Dossier:

- **Heading on first page**: (Center on top of page) Full name, Department, Rank
- **Heading on pages two and on**: Last name, First initial top right corner
- **Font**: Times New Roman
- **Font size**: 11 PT
- **Spacing**: 1.5 lines
- **Page margins**: 1 inch all around

Curriculum Vitae – Length ≤ 15 pages

The curriculum vitae is a factual summary of your career.

An Executive Summary – Length = 1 page

The executive summary highlights your accomplishments and expertise in the areas of teaching, professional/practicum (if appropriate), and service.

Markers of Excellence

A spreadsheet of the annual markers of excellence numbers and cumulative average.

Teaching Statement – Length ≤ 5 pages

This statement should include:

- Teaching Philosophy
- Teaching Responsibilities - Include any courses you developed
- Teaching Evaluations
- Future Teaching Goals

Scholarship/Research Statement - Length ≤ 5 pages

This statement should include:

- **Introduction** – A description of your area of research or creative work.

- **Scholarship/Research** – A description of your scholarship and its impact, influence, importance in your discipline. In addition to the published work highlighted in this section, work in progress with anticipated completion dates and grants, applied for and received, or approved and not funded (substantiated by documents), is appropriate. Other means used to share research findings, knowledge, creative or artistic work and thinking, such as presentations at professional meetings, seminars, exhibitions, performances, or public forums. Please specify dates, sponsoring organizations, locations, and nature of participation (e.g., coordinator, presenter, or panelist; titles of sessions/papers, etc.).

Service Statement - Length ≤ 5 pages

This statement should include:

- Internal Service – A list of your internal service at the department, school, and/or university levels; this list can be bulleted.

- External Service – A list of your external service that is relevant at the community, local, national, and/or international, professional levels; this list can be bulleted.

- Professional Development – A list of conferences, courses, symposiums, continuing education courses that you participated and/or attended; this list can be bulleted.

Professional/Practicum (if appropriate) – Length ≤ 5 pages

- Faculty in nursing and in some areas of business may find this section appropriate

Appendices – not limit to the number of appendices, but each document should have a cover page with table of contents, and bookmarks

Suggested subheadings for appendices include:

- **Sample Course Syllabi.** Rather than providing a syllabus for each class you may want to provide two from the same course; one early in your teaching and one later to show growth or change.

- **Examples of Assessments and Evaluations.** Some examples include rubrics and assessment matrices, assignments, projects, review guides and exams.

- **Sample Assignments and Exams.** Examples include use of ePortfolios, projects, papers, summaries, abstracts, presentations, and exams.

- **All Student Evaluations.** Include a summary of ratings and comments.

- **Teaching Evaluations by Peers.** These evaluations are conducted by faculty colleagues at Pace and may be formal classroom evaluations or letters attesting to effective teaching. Include professional colleague evaluations of teaching performance in non-academic settings, e.g., professional groups or public seminars if you feel these may be helpful.

- **Publications.** The manuscript or links to your work is recommended.

- **Presentations, Exhibitions, Performances.** Provide a list that includes the date of the presentation/exhibition/performance, the title of your work or role you played, name of conference or organization, and location.

- **Impact Factor and Citation Reports.** Include citation of your work, (e.g. by other authors or speakers), impact factor and acceptance rate of journals your work appears.