

REQUIRED DOSSIER CONTENT

Section I: Candidate Overview

Professional Organizations and Awards – Include membership and offices held in professional organizations. Also include awards and honors. List the most recent first and include dates.

Additional Information (Optional) – Please include any additional information you want considered during your review.

Annual Reports: Include copies of all annual reports. Reports must contain Chair's/Discipline Coordinator's, Dean's, and Candidate's comments and all appropriate signatures.

Letters of Support: Include any letters of support from colleagues and/or students.

Awards and Honors: Include any awards/honors.

Additional Information Statement (optional): Include any additional information to be considered. If there are circumstances or information about the candidate that provide additional information applicable to the candidate's career, experiences, or dossier content - for example, gaps in productivity; modified teaching load; information missing from the dossier—the candidate may choose to provide an additional explanation addressing the specific issue(s).

Section II: Teaching

Teaching Statement: Include teaching philosophy; use of any high impact practices, contributions to course, curriculum, and/or program development; teaching and/or learning innovations; instructor training and development; changes and revisions to current University courses with rationales; examples of service learning projects; contributions to student learning outcomes, etc. If applicable, expound on how your teaching connects to the educational traditions of Detroit Mercy sponsors (e.g. a student-centered focus and concern for the dignity of the person). Contextualize previous work and accomplishments as well as future goals. Statement should be clear, well written, and well organized and demonstrate a level of communication appropriate for academic and scholarly professionals in various disciplines.

Course Syllabi: Include copies of representative Detroit Mercy course syllabi (most recent first).

CANDIDATE DOSSIER CHECKLIST - continued

DOSSIER CONTENT

Section I: Candidate Overview

Probationary Form or P&T Transmittal Form

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Additional Information Statement (optional)

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Sample Teaching Materials and Course Assessments

Any Peer Teaching Assessments/Evaluations

All Student Course Evaluations

Section III: Research and Scholarly Activity

Scholarship Statement

Copies of Publications and Scholarly Work

External Evaluator' Letters

Section IV: Service