



Guidelines and Formatting for Preparing Dossiers

The purpose of the dossier is to reflect both your academic and professional qualifications and your performance as a faculty member. It is important that it be as representative, complete, and clear as possible. Carelessly presented dossiers can hinder an effective evaluation.

It is recommended to participate in the Faculty Center's [Academic Portfolio Workshop](#).

For assistance regarding Interfolio or questions regarding Mid-tenure, contact Ally Kimmel in the Faculty Center 212-346-1471; the Interfolio email address. It is to your benefit to initiate contact with Ally early in the process.

Formatting Guideline for Dossier:

Heading on first page: (Center on top of page) Full name, Department, Rank

Heading on



Section 5: 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.

Section 6: Professional/Practicum (if appropriate) - Length 5 pages

Faculty in some disciplines may find this section appropriate - your chair or dean can guide you.

Section 7: Appendices Suggested subheadings for appendices include:

Sample Course Syllabi. Rather than providing a syllabus for each class, 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.

Student Evaluations since h5m@GEP@ref10pro)Bwince on B/F3/F3 f1034 m@G0TETEMC /