**Faculty Dossier for Promotion and/or Reappointment: Guidelines for Faculty, notes to faculty in red**

*The faculty member will prepare a dossier delivered as a PDF file formatted so that it is easy to navigate.. The title page will contain: faculty member name, initial hire date, current department, the statement: “I represent that the contents of this dossier are accurately presented to the best of my knowledge,” and faculty member signature and date. The second page will be a table of contents page. Letters of support from students and/or Florida Poly faculty are strongly discouraged.*

*Faculty members are encouraged to use appropriate judgement and creativity within the framework provided to demonstrate their achievements.*

Instructions/helpful commentary is in red, do not include the red in the dossier that is submitted.

1. **Personal statement: maximum 3 pages in length, 12 point font, one inch margins. Note that the personal statement is optional. The statement is intended to allow faculty to frame themselves as contributing members of the university community and how they have and will in the future contribute to the university.**
2. **Full Curriculum Vitae: must include all academic activity This is a “standard” full vitae that includes all activity that a faculty should convey regarding their professional contributions.**
3. **Teaching portfolio: required sections (some sections may be blank).**

a) **Schedule of courses** delivered while at Florida poly, arranged chronologically, including number of students in the class, credit hours for the class, student credit hours produced. **Here, the candidate should provide the basics (a list of courses delivered along with student numbers in the course and the results of the SAI). The “standard” annual teaching summaries for the last up to six years will provide this information in compact and efficient format.** The university administration will provide all of the data that it has for faculty to use.

b) **Regular classroom and laboratory teaching** – Faculty at the time of reappointment must show evidence that their **teaching portfolio** is growing and that they are effective in the classroom. Evidence that must be included in portfolio includes: syllabi, assignments, assessment of course outcomes, and student assessment of instruction. (Student assessment of instruction results are insufficient to demonstrate instructional effectiveness or inadequacy.) Narrative of value of course to the department and university may also be in order. Recommended inclusions are Canvas materials that support the course delivery and show instructor activity in delivery of the course. Lack of sufficient material in a portfolio makes reappointment difficult, as the evaluator does not have the resources to perform an evidenced based critique of the faculty’s member’s performance in teaching. The intent of this section is for a faculty member to show their work in terms of syllabus used and other elements that help an evaluator determine the quality of instruction provided to students. Faculty will need to exercise careful judgement on providing enough material to satisfy an evaluator that they are teaching appropriately but not an overburden of information that is unorganized and difficult to read. If there is a significant amount of information, the faculty member should organize it with a table of contents or equivalent for this section to help evaluators find information that they will find relevant.

c) **Laboratory / project based learning instruction** and other instructional activities - Instructors are encouraged to provide evidence in the form of sample laboratory handouts/worksheets, Canvas interaction with students & delivery of course materials, time estimates for activities in-class and outside of class (including the university facilities required to do what and for how long per person / team). Evidence should indicate that the instructor has carefully designed the instructional activity. Here the faculty member should provide example exercises or work that indicates their teaching effort if applicable.

d) **Classroom development, effective development/application of new instructional methods We encourage continuous improvement and the coordinated adoption of best practices in teaching delivery.** If significantly new instruction techniques e.g. flipped classrooms, ‘active’ learning vs. lecture, PBL, POGIL, etc.) are implemented, the portfolio should indicate that the activity was coordinated with the chair and department. This helps with ‘cross-talk between students in different sections’ and allow the Chair/Director to assign appropriate credit for innovative teaching techniques, even if the student evaluations may be lower (Literature supports this). Note, if an instructor chooses to implement a new teaching technique, the materials should indicate that course materials /topics to be delivered in the course are not comprised. Here, the faculty member should provide a description along with how the activity was coordinated with the chair. Results of the effort should be included as well as assessment if available and applicable.

e) **New course development – advanced courses by subject where instructor contributes significant amount of material in addition to a ‘textbook’.** Provide evidence of new course development in the faculty member’s teaching Portfolio with course syllabi and canvas course materials. Creating new significant volume of quality new courses materials with appropriate assessment methods should be documented with the materials created.

g) **Other activities associated with instruction – Course coordinator (this can includes labs in**

**addition to traditional courses) delivery of courses across multiple sections Evidence**

**presented should be course materials used, results achieved.** The evidence should support the

lead role held by the faculty member in developing course materials, maintaining Canvas shell to

share course materials (lectures, assignments, rubrics) with others, conducting weekly/bi-weekly

course coordination meetings, providing supplies, and collecting formal and informal feedback

for instructors (who would be fulfilling roles as described in ‘part a’ of this item.) Here the faculty member should identify areas where the above section has not captured their teaching effort and provide material as appropriate. It is appropriate for this section to be left blank.

4. **Research and/or scholarship portfolio:**

a. Research statement that explains the research portfolio for the faculty member and where they are focusing their activity. A research plan should be included that indicates the activity that a faculty member will pursue in the coming two years including expectation of research activity, possible publications, and possible proposals to be written. This is an important section where a faculty member explains who they are professional as a researcher, where there effort has been applied, and what is next for them. Tying the “plan” to past activity and accomplishments is important. The remaining sections of this are self-explanatory.

b. List of graduate students and how they have been used in a faculty member’s research

c. List of undergraduate students and how they have been used in a faculty member’s research

d. List of funded projects, annual expenditures, and faculty member role in the work. Please provide synopsis of important results from this work.

e. List of unfunded proposals submitted. Include faculty member contribution to the proposal.

f. Publications (must include a statement of the contribution to the publication by the faculty member), items that are in press, in review, or in progress must be listed in the appropriate section but must be clearly noted as such. Do not list any publication multiple times. The list below provides an organization for the material. If a faculty member does not have material of a certain type, they do NOT have to list that section.

i. Refereed Articles (give full archival citation. When available, include the DOI number, link to publication, or the first page of the publication)

1. Refereed Articles in Journals

2. Refereed Articles in Conference Proceedings

ii. Industrial collaboration or activity

1. Patents, patent applications, patent disclosures

2. Industry sponsored project not listed in teaching section

3. Report or white papers written for industry

iii. Refereed Books, Book Contributions, and Issues of Journals (includes books you have written or edited, contributions to edited books, and special issues of journals you have edited. Give full archival citation. When available, include the DOI number or link to publication. If published on CD-ROM give number of pages of your paper)

iv. Non-refereed Publications (give publication details)

1. Abstracts

2. Non-refereed Articles in Conference Proceedings

3. Software

4. Project Reports (technical reports, final reports on grants, etc.)

5. Non-refereed books

6. Articles Posted on E-print Servers

7. Articles in Professional Magazines

8. Other (e.g., anything else with your name on it including book reviews, forewords to books/journal issues, software packages, etc.)

v. Publications in Progress (include status: submitted, under review, in press, etc.)

vi. Presentations

1. Invited Talks (that you have given at conferences, or at organizations other than Florida Poly.)

2. Other Talks (by you, e.g., contributed papers or posters at conferences, talks at Florida Poly, etc.)

3. Co-authored Presentations (not presented by you)

vii. Samples of research work Here links to publications are VERY HELPFUL, if there is some other information regarding research work, it should be provided here. Faculty should be careful to provide a table of contents or equivalent if there is significant information provided.

**5. Service**

a. Departmental and institutional service, including the impact of the service provide a short explanation of the service to the institution and how it has been impactful.

b. Professional service provide a short explanation of service to the profession and how it has been impactful.

7. **Performance reviews from Florida Poly**. Mandated by CBA

8. **Other information that the candidate chooses to supply**.