

Documenting Your Teaching: Points to Consider

1. Read Policy 77 – *Tenure and Promotion of Faculty Members* – so you understand the scope of activities that fall into teaching, scholarship and service.
2. Before the process begins, discuss your most recent performance review with your department chair. You should get a sense that you are doing what needs to be done to be advancing towards tenure and promotion.

Discuss any potential issues that may have been identified before submitting your dossier to the departmental P&T committee!

3. Write like you have never written! Have succinct summary statements capturing the key points relating to research, teaching and service.

Keep in mind that the further into the process the dossier goes, the less the committee will know about your discipline. Your dossier has to be informative on several levels!

4. Start early and get trusted colleagues to read and criticize drafts of your dossier.
5. Make sure the dossier paints a clear picture of credible quality contributions to the discipline, department and institution. For research, you must show quality, impact, originality and the promise of sustainability.
6. Dossier needs to be well supported. Substantiate claims in a meaningful way (journal quality, impact, etc.).

Don't undersell your accomplishments but also don't exaggerate them.

7. Get a peer evaluation of your teaching done by a faculty member from a related discipline.
8. For collaborative teaching, clearly describe your role (same would apply for collaborative research).
9. Where weak points exist in a dossier – account convincingly for what exists and why

Explain what is being done to improve!

10. Be especially thoughtful when it comes to suggesting potential external referees that will be asked to comment on your dossier. They should have stature but also be able to understand the quality of your dossier (publications, teaching contributions, etc.).