

## **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).





<b>CANDIDATE DOSSIER CHECKLIST - continued</b>	
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<b>DOSSIER CONTENT</b>	
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<b>Section I: Candidate Overview</b>	
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<input type="checkbox"/>	Probationary Form or P&T Transmittal Form
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<input type="checkbox"/>	Table of Contents
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<input type="checkbox"/>	Curriculum Vitae
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<input type="checkbox"/>	Annual Reports
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<input type="checkbox"/>	Letters of Support
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<input type="checkbox"/>	Awards and Honors
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<input type="checkbox"/>	Additional Information Statement (optional)
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<b>Section II: Teaching</b>	
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<input type="checkbox"/>	Teaching Statement
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<input type="checkbox"/>	Course Syllabi
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<input type="checkbox"/>	Sample Teaching Materials and Course Assessments
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<input type="checkbox"/>	Any Peer Teaching Assessments/Evaluations
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<input type="checkbox"/>	All Student Course Evaluations
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<b>Section III: Research and Scholarly Activity</b>	
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<input type="checkbox"/>	Scholarship Statement
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<input type="checkbox"/>	Copies of Publications and Scholarly Work
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<input type="checkbox"/>	External Evaluator' Letters
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<b>Section IV: Service</b>	
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