

Suggestions for Preparation of Dossier for Continuing Reviews

A core part of the dossier that your continuing review committee and FPC representative will consider in the continuing review consists of materials that you submit. These materials include a prospectus, curriculum vitae, other supporting materials such as course syllabi, and other materials agreed upon by the candidate, department or program chair, and provost. These materials are intended to provide your review committee and the FPC representative with a thorough understanding of your professional work during the period covered by the review, as well as your reflections on that work and your professional trajectory.

The content and composition of the dossier materials that you submit is your responsibility and can include whatever materials you think are most important. This document is intended to provide some suggestions about the kinds of information that review committees and the FPC have found useful. These are meant to be suggestions – not prescriptions or a checklist. Remember that it is ultimately up to you to decide how to craft a set of materials that best conveys your professional accomplishments, development, and plans.

1. ***The Prospectus.*** The prospectus is a required part of the dossier and should be no more than 5,500 words. The word limit does not include any supplementary material you may submit.

The prospectus is an opportunity for you to tell your professional story. It should address all major components of your professional responsibilities at Carleton, including teaching and any other responsibilities. The FPC also invites you to discuss the ways in which you address inclusion, equity, and diversity in these various aspects of your work. To be most useful, it should be both retrospective and prospective; it should provide a thoughtful and self-reflective overview of your professional accomplishments during the review period as well as a summary of your future goals and plans. While your colleagues will be most concerned with your work during the review period, if previous work or experiences will help them better understand your trajectory or objectives, you may want to comment briefly on those prior experiences/accomplishments as well.

Teaching – Comments on teaching are most useful if they describe your teaching philosophy and pedagogical strategies, as well as reflecting on how well you have accomplished your goals and how you see your teaching developing in the future. For example: What kinds of learning goals do you have for your students? How do you stimulate student learning? How do you strive to support students from diverse backgrounds and/or with different levels of preparation? How do you strive to create an inclusive learning environment? What pedagogical strategies or experiments have you tried? You should be self-reflective as well as visionary: How well have your strategies and experiments worked? What are you still working on? How do you anticipate your pedagogical strategies will develop in the future?

Other Aspects of your Professional Work – Because continuing appointments vary in the professional responsibilities they entail beyond classroom teaching, part of the review process involves discussing with your department or program chair and the provost other aspects of your work to be included in the review. This might include things like responsibilities for

development of curricular materials, oversight of student ensembles or other student teaching assistants, etc. You should also discuss these aspects of your work in your prospectus. Your comments on this work are likewise most helpful if they are both reflective and prospective.

In some cases, it may also be relevant to discuss your scholarly or creative interests. Even if research is not a required part of your appointment, if you are engaged in scholarly or other professional work that enriches your teaching or other professional responsibilities at Carleton, a discussion of these activities in your prospectus may give your review committee a fuller understanding of your professional trajectory. This section might include a description of your current scholarly/creative interests, accomplishments or creative endeavors during the review period, and on-going projects, as well as how your scholarly/creative activity relates to your role as a teacher and, as relevant, ways you involve students in your research or creative activity.

Service – If you are involved in service activities at Carleton, including advising, committee service, or informal service within your department or program, you should include comments on these activities. Some of your service may simply be listed on your CV. However, it is useful for your colleagues and the FPC representative to hear how you may see these service activities contributing to your professional development, and to hear about less obvious or informal activities you may have taken on. You should also comment on professional service beyond Carleton, for example, to professional associations or groups, and community outreach or public engagements related to your professional work.

The prospectus can also be a vehicle for any other topics which, in your judgement, have a bearing upon your professional performance and career development.

2. ***Curriculum Vitae***. A current and complete CV is a required part of the dossier.
3. ***Supplementary materials, including teaching materials***. You may also submit additional materials that will help your colleagues and the FPC representative understand your professional work, accomplishments, and trajectory. Your colleagues and members of the FPC find it especially helpful to include materials that help us better understand your teaching strategies. While it is not required that you do so, we recommend that you submit copies of syllabi for courses you have taught during the review period in the dossier. (If you have taught multiple sections of the same course, in most cases we would suggest that you include only the most recent version of the syllabus.) It can also be helpful to see examples of assignments, project guidelines, or other assessment materials; or supplementary materials that you give students. It's especially useful to include materials related to pedagogical strategies or assignments that you discuss in your prospectus. You may also submit copies of scholarly work or other materials that are pertinent to the review. Please include a cover sheet listing any supplementary materials you submit.