



PREPARING AN EFFECTIVE  
DOSSIER FOR THIRD YEAR  
REVIEW

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# DOSSIER THIRD YEAR REVIEW

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- **Teaching**
  - Teaching Effectiveness
  - Teaching Productivity
  - Teaching Innovation
- **Professional Development**
  - Conferences/Workshops: Participant, Leadership Role
  - Professional Development: Study, Impact



# DOSSIER THIRD YEAR REVIEW

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- **Scholarly Productivity**
  - **Refereed Publications**
  - **Funded Proposals**
  - **Research Published/Developmental Stage**
- **Creative Productivity**
  - **Performance Review**
  - **Exhibition Review**
  - **Publication Review**



# DOSSIER THIRD YEAR REVIEW

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- **Administration**
  - **Innovation Introduced**
  - **Distinctive Leadership**
  - **Distinctive/Management Supervision**



# DOSSIER THIRD YEAR REVIEW

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- **Distinctive Service**
  - **Campus**
  - **Local/State**
  - **National/International**

# BEST PRACTICES IN PREPARING THE DOSSIER

- Dossiers should not exceed 4 ½ inches in depth.
- Dossier entries should be limited to pertinent data documenting achievements in teaching, research and service. Documents that do not support the three areas will not be reviewed.
- Computer graphics and pictures may be used where appropriate, but should not substitute for written evidence or valid documentation.
- **DOSSIERS SHOULD BE ORGANIZED, FOLLOWING A CLEAR AND CONCISE FORMAT.** Candidates should familiarize themselves with the information regarding the expected format for the dossier included in the Appendix of the Faculty Handbook.
- Do not include a copy of a published book. Rather list citations of the books to include author, title, publisher, year and ISBN number.
- There should be no duplicates of any document in the dossier. If there is a need, reference where the document first appears in the dossier.
- Use dividers/tabs to separate sections.
- The dossier must contain a table of contents.



# BEST PRACTICES IN PREPARING THE DOSSIER

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- ❖ All pages should be numbered and placed in non-glare, plastic protector sheets (if possible). Avoid "stuffing" multiple-page documents in one protector sheet.
- ❖ Give more emphasis on documenting the facts, avoid lengthy narration and explanation.
- ❖ List all courses taught at Hampton University.
- ❖ There should be no more than two samples of course outlines/syllabi, handouts, and examinations.
- ❖ List all funded and non-funded research proposals/grants, student scholarships and gifts obtained at Hampton University, including collaborations with other universities.
- ❖ Submit five to seven summaries of course/instructor evaluations for the last 3 years.
- ❖ Submit no more than 5 testimonial letters from Hampton University colleagues.



# BEST PRACTICES IN PREPARING THE DOSSIER

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- ❖ Submit no more than 5 testimonial letters from past students. Such letters should focus on the candidate's teaching, research/scholarly activity, and/or service, rather than being a reflection of the professor's popularity.
- ❖ Submit no more than 5 testimonial letters from colleagues external to the university.
- ❖ Provide a complete list of *refereed* publications – copy of only the first-page mentioning the title, authorship(s), and name of journal, volume and date, number of pages, and abstract of the publication.
- ❖ Provide a complete list of *contributed* publications – copy of only the first-page mentioning the title, authorship(s), name of publication, volume and date, number of pages and abstract of the publication.