



**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.*

1. **Professional statement: maximum 4 pages in length, 12 point font, one inch margins. Note that the statement should provide an overview of a faculty member and their contributions to the university to evaluators .**
2. **Full Curriculum Vitae: must include all academic activity**
3. **Teaching portfolio: required sections (some sections may be blank).**

a) **Teaching Statement:**

b) **Instructional Dashboard:** Items provided by Institutional Research:

c) **Teaching Practice:**

d) **Teaching Development: Classroom development, effective development/application of new instructional methods We encourage continuous improvement and the coordinated adoption of best practices in teaching delivery.**

e) **Course and Content Development: New course development – advanced courses by subject where instructor contributes a significant amount of material in addition to a 'textbook'.**

g) **Other Instructional Activities – Course coordinator (this can include 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.)

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

a. **Research Statement:**

b. **Students in Research**

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

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

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

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

**e . Publications**

- i. Refereed Articles
  - 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
- iv. Non-refereed Publications
  - 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
- v. Publications in Progress
- vi. Presentations
  - 1. Invited Talks
  - 2. Other Talks
- 3. Co-authored Presentations
  
- vii. Samples of research work

**5. Service**

- a. Departmental and institutional service, including the impact of the service
- 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.**

Note: Items obtained via Institutional Research or Performance Reviews as mandated by the CBA do not require notification to faculty as supplemental materials and may be available to the committee upon request.