

Preparing Your Faculty 180 Dossier for Reappointment

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Introduction

Below are some principles that I have found useful in preparing my Faculty 180 dossier. The list is not exhaustive. Some examples below are principles, others are suggestions.

Basics

You are responsible. Understand the documents (CBA Article 22, CAH Performance Criteria, Department criteria). Ask clarifying questions of peers, mentors, chair, and dean. Ultimately, it is your responsibility to submit a dossier that reflects your work.

Every entry must have supporting documents. “Cash the check.”

Check the date range on each entry.

- The date range you give to an item determines whether or not the item will show up during reappointment.
- For permanent documents such as your job offer letter, set the end date as “Ongoing” so that it will be pulled for each reappointment.

Documentation.

- Teaching: Some documents are automatically uploaded, some must be manually uploaded.
- Scholarship: Letters of acceptance, pdf of conference program, read papers, slideshows, pdf of articles or books, press attention.
- Service: Letters that document service and dates from committee chairs (for committees), thank you emails.
- Evaluation: Include all previous evaluation letters in a file submission.

Proof your file before submitting.

- The goal: complete coherence between personal statement, activities, and vita.
- Before submitting your file, do a final check. Use the “Vitas & Biosketches” tab in Faculty 180 to get a sense of what your evaluators will see. Be sure to select the appropriate vita for your situation (2nd and 3rd Year Reappointment, 6th and 7th Year Reappointment, etc.). If an item is missing from this list, it will not show up for your evaluators.

Do unto others...

- Don't hesitate to email kudos to your colleagues when you are truly impressed with their work. Write unsolicited letters of support for colleagues whom you think are doing excellent work, both here at CWU and at other institutions.

Personal Statement Letter

Avoid “The Curse of Knowledge.”

- The Curse of Knowledge: “Once we know something we find it hard to imagine what it was like to not know it. Our knowledge has ‘cursed us.’ And it becomes difficult for us to share our knowledge with others, because we can’t readily re-create our [reader’s] state of mind.” Chip and Dan Heath, *Made to Stick* (2007).

How to Avoid the Curse of Knowledge in your personal statement letter.

- State department and college expectations in your letter before discussing your activities (copy and paste from the relevant documentation).
- State the specific category of criteria by which your file should be judged.
- Describe activities with sufficient factual context so that readers at all levels have complete information for review and evaluation.

Climb up and down the ladder of abstraction.

- Balance high-level categorical statements with specific examples. For example:
 - High Level Principle: “I believe that scholarship and teaching are complementary, and I strive to integrate my scholarship activities with my teaching in various ways.”
 - “I have shared my scholarship in lectures (e.g., discussing Jenny Lind’s American tour in MUS 374), and am developing an Arts Entrepreneurship course (Winter 2017) that will summarize selected aspects of my research, and equip students to succeed professionally.”

State clearly how you have met or exceeded expectations.

- No purple prose.
- Refer back to the department and college expectations.

Tips and Tools

Do a little at a time, frequently.

- Set up a calendar event every Friday afternoon and take 15 minutes to add to or organize your file. If you miss a week or two, just start again.

Set up a single location to store all files and documentation.

- Use a dedicated Dropbox folder to have access to files on any computer.
(www.dropbox.com)
- Use a scanning app on your phone to capture images. (I use ScannerPro for iPhone.)

Set up a file naming system.

- Use brief but descriptive titles that will help the evaluator understand the purpose of each file.
- Use a consistent dating prefix. I use [year]-[month]-[day] so that files always appear in chronological order. For example, this handout would be called: “2018-05-21 Faculty 180 Workshop Handout”