

Professional Dossier Outline

The College of Health and Behavioral Studies Professional Dossier Outline is to be used as a guide in organizing materials submitted for application for tenure and/or promotion. Candidates for tenure and/or promotion must complete the College Dossier. By adhering to this uniform outline, candidates achieve a comprehensive submission as they provide the evidence that is required to address all department policies and criteria relating to tenure and/or promotion.

Please refer to department standards and criteria developed by the candidate's home department.

I. Personal Data

II. Distribution of Activity

- A. Teaching
- B. Research and Scholarship
- C. Service

III. Teaching

- A. Self-reflective Evaluation
- B. Teaching
- C. Evidence of Quality in Teaching
- D. Advising Load
- E. Advising Evaluations and Awards
- F. Other Supporting Data

IV. Research and Scholarship

- A. Self-reflective Evaluation
- B. Achievements
 - 1. Research
 - a. Research completed
 - b. Research in progress
 - 2. Publications
 - a. Published works
 - b. Manuscripts submitted or in press
 - 3. Presentations
 - 4. Grant/Contract Proposals
 - a. External
 - b. Internal (JMU)
 - 5. Scholarship related to Professional Practice or Performance
- C. Professional Qualifications and/or Development
 - 1. Education
 - 2. Awards, Professional Licensure

3. Continued Professional Development
 4. Professional Practice
- D. Evidence of Quality in Scholarship

V. Service

- A. Self-reflective Evaluation
- B. Professional Organizations
 1. Membership
 2. Service to Organizations
 3. Organizational Recognitions
- C. Faculty Service
 1. Departmental
 2. College
 3. University
- D. Off-Campus Related Service
 1. Workshops, conferences, institutes, and symposia
 2. Consultancies
 3. Residencies, such as visiting scholar
 4. Contracts with other agencies
 5. Professional Community Service
 6. Other
- E. Other Supporting Data
- F. Evidence of Quality in Service

VI. Appendices

James Madison University
College of Health and Behavioral Studies

Professional Dossier

I. Personal Data

Name:

Department:

Title:

Current Rank :

Year of appointment to this rank:

Period of this evaluation:

Highest degree earned:

Date:

Institution:

Certification or licensure:

Organization:

Date:

Ranks held at JMU:

Rank:

Dates:

Rank:

Dates:

Rank:

Dates:

Rank:

Dates:

Assigned duties at JMU:

Duty:

Dates:

Duty:

Dates:

Duty:

Dates:

Duty:

Date:

Previous employment: Provide in chronological order any positions held during the past ten years which are not indicated above.

Position:

Employer:

Dates:

Position:

Employer:

Dates:

II. **Distribution of Activity**

According to the Faculty Handbook, faculty are evaluated for promotion and tenure on the basis of their Teaching, Scholarly Activities, and Service. There is, however, a provision in the Handbook for faculty to be assigned to differentially emphasize these activities. If you had a differential work assignment during any part of the period of this evaluation, briefly describe your special assignment. Indicate the starting and ending dates for any period(s) during which you should not be evaluated equally on the basis of teaching, scholarly activities and service. Faculty who have had administrative reassignments, buyouts through grants, and educational leaves should describe their special workload here. Many faculty will leave this section blank.

III. Teaching

A. Self-reflective evaluation

B. Courses Taught

- a. List the courses you taught each semester during the regular academic session for all years subject to review.
- b. List any summer courses taught.
- c. List independent studies, honors thesis, master's thesis, doctoral dissertations, and Bachelor of General Studies Projects.
- d. New courses developed (departmental and interdisciplinary)

C. Evidence of quality in teaching

This section can include a summary of student evaluations of teaching, a list of teaching awards, and references to letters from colleagues who have observed and/or evaluated your role as teacher. Follow departmental guidelines for this section.

D. Advising

- a. List number of advisees by academic year.

E. Advising Evaluations and Awards

F. Grant Activity

Grant-related activities related to teaching should be included here.

G. Other Supporting Data

Among other listings in this section, please include activities in which you have engaged to enhance your teaching.

IV. Research and Scholarship

A. Self-reflective Evaluation

B. Achievements

For the period of this evaluation, provide a list of references to completed scholarly achievements as they would appear on an academic vita. Include under separate subheadings: Published works, manuscripts in press, manuscripts submitted, presentations, grant proposals (indicate funded, not funded, and amount), and other scholarly activities.

Scholarship in Progress

Briefly describe the projects you are currently working on and research you have completed that are not reflected in your list of scholarly achievements above.

C. Grant Activity

Include grant-related activities that should be considered as research or scholarship.

D. Professional Qualifications and/or Development

1. Education – list locations and dates
2. Awards, Professional Licensure – List titles and dates
3. Continued Professional Development – List dates
4. Professional Practice – List dates

E. Evidence of quality scholarship

This section can include descriptions of awards or other recognitions received and may include references to letters from colleagues who can attest to the quality and importance of your work that are included in the appendix of this document. Follow departmental guidelines for this section.

V. Service

A. Self-reflective Evaluation

B. Professional Organizations

1. Membership

List the professional organizations to which you belong and indicate the date you joined or discontinued membership if you were not a member throughout this entire period of evaluation.

2. Service to Organizations

Describe any special service roles you fulfilled to any professional organization. For example, if you were an officer or committee member, describe your position, the effective dates and provide a brief narrative that describes the service you provided to the organization in this special role.

3. Organizational Recognition

List any awards you received from an organization. You may also mention reference letters that appear in the appendix to this document that discuss your role as a contributor to a professional organization.

C. Faculty Service

For the period of this evaluation, list the leadership roles, committees and commissions on which you have served at JMU. Give the starting and ending dates of each activity. Include service to your department, the college, and the university. Provide a brief narrative description of roles that had a large impact on the organization, and/or were more time consuming that the title might suggest.

D. Off-Campus Related Service

For the period of this evaluation, list any professional workshops, conferences, institutes, symposia, consultancies, editorial service, courses for professionals or the public, leadership roles or other activities that are not listed elsewhere in this document and constitute a service role. Professional community service would include community service that uses your professional practice expertise, such as volunteer practice, serving on a board, etc. Include the date of each event. Briefly describe any activities that had a large impact or were more time consuming that might be suggested by the title.

E. Grant Activity

Include grant-related activities that should be considered as service.

F. Other Supporting Data

G. Evidence of quality professional service

This section can include descriptions of awards or other recognition received and references to letters from individuals who have observed and/or evaluated your service role. Follow departmental guidelines for this section.

VI. Appendices

- A. A complete academic vitae
- B. Annual evaluation letters from your department head for the period of this evaluation.
- C. Letters of recommendation.