Best Practices for Drafting Tenure and Promotion Dossiers

1. Avoid jargon and spell out acronyms; the dossier will not be read only by your professional peers.

2. All components of the dossier should be written in an academic manner, serious in tone and content. Do not use irony and witty comments.

3. Be mindful of page limits as outlined in instructions provided by AEC-7.

4. Do not assume that the committee is supposed to discover how good you are. If you are considered an authority on a particular topic, indicate so in the research narrative part and give evidence to that effect. For instance, indicate after the statement that you were invited to lecture in such and such places (in parenthesis give the numeric entries and page numbers in the dossier) and invited to write a review article (give the number of the entry in the bibliography).

5. Avoid duplication of information, e.g., an invited lecture that you claim under your research heading must not reappear in the teaching part of the dossier.

6. Provide detailed chronological information for all items. When was a course taught? When was a lecture given?

7. List under separate headings the lectures and presentations that you were invited to give and the ones you offered to present via abstract submission. A selected oral (podium) presentation from offered abstract submissions is not an invited lecture.

8. When describing your teaching and listing courses, please identify your role (lecturer or course instructor) and make sure to add information on workload, i.e., how many hours of in-class and prep time per calendar year does a course entail?

9. If you are co-supervising a student, include the name of the principal supervisor and his/her position (Assistant, Associate or Full Professor)

10. For grants, indicate the applicants and your role, as PI or co-applicant. Indicate the amount and the time span of the grant.

11. It is not a requirement to have journal impact factors added to every entry in your bibliography but if this is doable please do so, keeping in mind the allowable length of your entire dossier in number of pages. In addition to the journal impact factor, you may wish to add the number of citations received next to each entry.

12. Citation analyses should be done on Scopus or Web of Science, not Google Scholar.

13. All claims must be backed up.

14. Be concise. While proofreading pretend you are a committee member from the Faculty of Music or Engineering. Would they understand what you wrote on a contextual basis of academic stature?