

Appendix B
Sample Content of Candidate Dossier (to be compiled by Candidate)

GENERAL INFORMATION

- a. Academic Appointments (start with current and work backwards)
- b. Awards and Honors
- c. Memberships in Professional Organizations

Section 1: Research & Discovery

(Indicate if this is the basis for nomination for tenure and/or promotion)
Summary of research contributions (maximum 2,000 words)

Professional COVID-19 Impact Statement (OPTIONAL) [can be crafted separately for research and teaching. Maximum 1,000 words total]

1a. Published Work (indicate first author as *; otherwise equal authorship; Underline names of student authors)

In separate sections include books, refereed (peer reviewed) articles, non-refereed articles, article in conference proceedings, book chapters, book review essays, other publications (such as encyclopedia articles, working paper series contributions). Do not include unpublished articles or articles or book manuscripts under review.

1b. Unpublished Works

Include articles or book manuscripts submitted and under review, revise and resubmits,

1c. Publication procedures in discipline and ranking of publications of candidate (indicate range of impact factor of journals in which published, and particularly ranking within topical areas of a discipline often referred to as specialty journals)

An example of a listing is below.

Below is an alphabetical listing of the journals in which CANDIDATE'S NAME work has appeared, including each journal's impact factor. From the 2014 Journal Citation Reports® (Thomson Reuters, 2015) for 2013 unless later year is available; Journal Ranking based on two year impact factor. [NOTE THAT SOURCE OF RANKING IS TYPICALLY INDICATED ON THE JOURNAL WEBSITE. cURRENT, 2-YEAR, AND 5-YEAR IMPACT FACTOR MAY BE AVAILABLE.]

	Impact Factor	5-year Impact Factor
Journal Name 1 Ranking: Social Sciences, Interdisciplinary 15 out of 95	3.300	2.595
Journal Name 2 Ranking: Sociology 62 out of 142	1.200	1.164
Journal Name 3 Ranking: Criminology 32 out of 55	2,250	1.900
Journal Name 4 Ranking: 9 in Sociology out of 142	6.200	3.570
Journal Name 5 Ranking 2 in Sociology out of 142	7.500	4.200

Continue to list all journals with impact factors

1d. Works in preparation (Candidates are encouraged to include a section of what work they have planned or anticipated beyond what is published.)

2. Exhibition of Creative Work

a. Presentations of Research Results at Academic Conferences

List Invited presentations and panel participations in separate parts. Indicate first authors with * and indicate equal authorship. Indicate student authors with a # symbol.

b. list symposia organized, guest editor of journal issue, policy briefs,

c. Commercialization (Patents)

d. Creative works including exhibits

3. Involvement in undergraduate, graduate programs

Graduate student committees – list Masters and PhD separately as follows-

Current students: Masters and then PhD

Graduated PhDs

Graduated Masters

Example of entry:

John Doe, PhD (2016)

Topic: Windmills for energy generation. (Published as a policy brief 2013).

Jane Doe, MS (2013)

Topic: Public Opinion regarding Railroads. (Unpublished.)

Students for whom Professor (Candidate) was major professor for at least one year

Sally Doe (2008-09)

B. List students name for which you are a PhD committee member (where applicable, add year of graduation in parentheses)

List students name for which you are a Masters Committee member (where applicable, add year of graduation in parentheses)

List graduate students supported on grants (list name of student, type of support – such as RA, semester/year)

4. (a) Research Grants, Awards, and Stipends (list study title, Funding Agency, Amount, years, Name/s of PI/s, Co-PIs, students – graduate and undergraduate, postdocs). Indicate collaborators outside VCU

(b) Travel awards (if any)

5. Current research interests, including experimentation and other projects in process.

(a) Current Work: describe ongoing work, can be linked to manuscripts in progress (above)

(b) Specific projects in progress

6. Evidence of Interdisciplinary Activity (Describe research activities that adopt an interdisciplinary approach. Include community – local, national, global - partnerships)

7. Evidence of National and International Recognition

(a) list for example offices elected to in professional organizations; offices appointed to in professional organizations. List national and international separately under each category)

(b) List if holding position on journal editorial boards, book series, funding agency panels, serving as reviewer for journals and/or books (list journal names, book title with publisher)

8. Contributions to and impact on diversity, inclusion, and equity.

Section 2: Teaching & Learning

(Indicate if this is the basis for nomination)

Summary of contributions to teaching & learning (maximum 2,000 words)

1. Courses Taught During the Past Three Years (for each semester list course number and name and separate taught as in-person and online, indicate enrollment)

2. (a) Standardized student course evaluation (complete details with scores for measures. Below the table provide the statement for each measure)

Course Number*	Semester & Year	No. Enrolled	No. Evals.	Measure1	Measure 2	and so on
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(b) Qualitative Comments on Evaluations (include comments by semester by course. Indicate if course was taught in-person or online)

(c) Include portfolio of teaching

3. Contributions in course and curriculum development (Include details of each course developed as new offering. Provide course number, course name, and a short narrative about the course.)

4. Preparation of Instructional Materials (Include details of readings, handouts, documentaries, video clippings etc prepared for each course. Provide course number, course name, and a short narrative for each)

5. Experimentation in Teaching Methods and Techniques (Include details of types of assignments, group exercises, group projects, rubric for peer review and so on. Provide course number, course name, and a short narrative for each)

6. Special Activities That Have Contributed to Teaching Effectiveness

a. Mentor for undergraduate students for research experience

b. Undergraduates supported on grants for research experience (separate internal – VCU- and external grants)

7. Innovation in Teaching (include specifics separately for in-person, online, synchronous/asynchronous), hybrid)

8. Participation in Other Programs (Include details of serving as chair of curriculum committee, undergraduate studies, etc, directing- study abroad program, experiential learning courses, include # of students engaged; visiting scholars hosted)

9. Other Evidence of teaching Excellence (include department level teaching/mentoring award, awards by student associations/groups internal to VCU)

10. Mentoring (include narrative- maximum 850 words - with details of number of undergraduate students mentored. Indicate number of letters written with purpose such as graduate school, fellowship/scholarship, additional time beyond office hours to facilitate learning, on research projects, serving as RA without funding and so on)

11. Contributions to and impact on diversity, inclusion, and equity.

12. Additional Details

Section 3: Service (Cannot be a basis for tenure and/or promotion unless workload guidelines indicate service exceeds 50%).

Summary of contributions to service (maximum 2,000 words)

1. Department level (indicate year/s, role -member, chair, co-chair etc, committee name)

2. College/School, University

3. Professional Associations (include sessions organized, chaired at conferences)

4. Engagement (include featured in media/university news, lectures for the public/student groups)

5. Student Engagement (include events organized for students, student organizations for which served as advisor)

6. Additional Details

What additional attachments to the candidate's dossier?

- All the external letters received (without distinguishing between list from candidate and list of department)
- Request letter and attachments sent to external letter writers