DOSSIER TIPS

In writing your contract renewal, promotion, or tenure dossier, evaluate it from the reviewers’ perspective:

1. **FOLLOW INSTRUCTIONS** found in *Guidelines for Tenure and Promotion and Guidelines for Contract Renewal for Academic Year 20xx-20xx*. Individuals evaluating your dossier will follow these guidelines. Read the directions given to the reviewers. Your dossier should be reader-friendly with a professional presentation of all pertinent information covered in the Guidelines.

2. **START EARLY!** Beginning today, do something everyday while there is no pressure. This will ensure a professional-looking dossier and take the pressure off when it gets to crunch time. Even if you are not yet writing, you can begin doing the following:

   A. Assemble a 3-ring binder and create a title page.
   B. Review a recently approved contract renewal or dossier for ideas on format, content, and organization.
      a. Examine tabs and dividers that separate the sections.
      b. Use footers or headers (name, section, page number) and a title page for each new section.
      c. Ensure that your document maintains a philosophical theme and/or visual theme.
      d. Observe examples where graphs/tables were used for summaries of evaluations, SLO attainment, rubrics, etc.
      e. Find examples where page numbers were used in parentheses that direct the reader to the appendix or the footnotes.
   C. Type dividers and tabs (use plastic index dividers, not paper dividers).
   D. Organize & photocopy appendices (originals are not necessary). Include only items referred to in the dossier. If you insert a large document in the appendix, clearly lead the reader to what you want them to read. Booklets placed in sheet protectors will likely not be read. Use two binders rather than an oversized binder.
   E. Save evidence of meaningful professional development, leadership, and college & community service activities and connect these activities to your primary duties.

<table>
<thead>
<tr>
<th>Intrusive Counseling Committee</th>
<th>Your Role and Dates</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
<td><strong>Impact</strong></td>
</tr>
<tr>
<td>Discussed student success strategies for new students</td>
<td>Began intervening with students on academic warning instead of probation</td>
</tr>
<tr>
<td>Developed new strategies for working with UAP students</td>
<td>Created a campus-wide early alert intervention</td>
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F. Gather/organize your syllabi, rubrics, class activities, writing assignments, guidelines for projects/writing papers, grant proposals, conferences, etc.

G. Request letters of recommendation.

H. Invite colleagues to do peer evaluations.

I. Prepare a Table of Contents for the dossier and appendices. You will fill in page numbers when your dossier is complete.

J. Spell out all acronyms when first used and include a Glossary of Terms if needed.

3. **CONSIDER THE READER!** Three members of your Department Personnel Committee (DPC) [all of whom are probably familiar with what you do] will read your contract renewal/dossier along with your Department Chair, Dean, and the Chancellor. Five members of the Tenure and Promotion Review Committee (TPRC) will then read your dossier: Two from WCC outside your department, and three members from other campuses within your discipline. Many of these individuals may not have a clue as to what you do. Each group reads the dossier and meets to come up with strengths and weaknesses and decides if guidelines were followed and a clear case for contract renewal or tenure/promotion was made.

4. **PHILOSOPHY:** We all have a philosophy of education *whether we know it or not.* Weave your philosophy throughout the dossier as you show the reader that you know and understand WCC students. Your philosophy of education will determine the values you emphasize, how you organize your syllabi and manage your classroom, what content you stress, and which teaching methods you use and why.

   **Counselor’s Philosophy:** My counseling philosophy is based on Lao Tsu’s quote, “Give a man a fish; feed him for a day. Teach a man to fish; feed him for a lifetime.” It has not changed since my initial appointment. I continue to believe community colleges are learning communities where I can “teach learning,” and that students can contribute to their own learning as well as to the development of their campus climate.

   **Counselor’s Philosophy:** My counseling and teaching philosophy is to promote the Hawaiian values of aloha, kuleana, and pono.

   **Instructor’s Philosophy:** My educational philosophy is to motivate students to achieve excellence.

   **Non-Instructional Philosophy:** As a program coordinator, I continue to build bridges of mutual understanding and collaboration that connect us to knowledge. I believe that all individuals who desire to improve their life through life-long learning should have the opportunity to pursue their dreams, whether for professional development or personal enrichment.

5. **GET INVOLVED!** If necessary, consider volunteering for committee work, leadership, and professional development activities at the campus, system, or community level. Clearly show how your participation on the XYZ committee made a difference and what affect the outcome of your work had on students, campus, system, and
6. **PROOFREAD** and proofread again! Well before the deadline, have senior faculty members read and offer suggestions for improvement as your draft is developing. Your document should be *error-free!* If your presentation is not professional and has lots of typos or grammatical errors, the readers will assume that is the quality of work you provide for and accept from your students.

7. **PAGINATE** the Dossier and Appendices since pages may be taken out during the review process. Include section title, page number and your name.

   **Primary Duties**  
   10.4  
   **Maile Anderson**

   When referring to a document in the Appendices, refer to a specific page in the Appendices, such as page B4. (Note: It is very frustrating for a reviewer to have to hunt for the page(s). Do not include "any old thing" in the appendix; use discretion. Reviewers are turned off by huge appendices with vast amounts of pages that are not referenced in the dossier.

8. **SUMMARIZE COMMENTS** from student evaluations by semester and year. Place lengthy lists of comments from student evaluations in the appendices. Readers want to get a feel for your personality and hear the voices of your students, colleagues, and supervisors throughout the dossier. Sprinkle quotes from these groups throughout the dossier to support a statement you have made. Pages of quotes are not reader friendly, relevant, or impactful.

9. **ADDRESS NEGATIVE COMMENTS.** Be sure to address negative comments from students with professionalism vs. "dismissal." If students have a "perception," it needs to be addressed in the narrative. Describe how you have made an effort to improve.

10. **THINK QUALITY!** A huge document is not impressive. Reviewers consider quality over quantity. The quality of your contract renewal or dossier indicates two things:
   (1) the level of respect you have for your colleagues, department chair, dean, and chancellor who will be reading and evaluating your dossier, and
   (2) how serious you are about your application for contract renewal, promotion, or tenure.

Remember, your personality and philosophy should be evident throughout the document.

"Tell them what you’re going to tell them, then tell them, and finally, tell them what you just told them."

**Start Early!**