

Dossier Table of Contents (*importance of each point varies by institution/department, and expectations range from “recorded efforts” to “Evidence of excellence”*)

1. **CV**
2. **Personal Statement/ Statement of Teaching Philosophy**
 - a. Reflective of successes and challenges
 - b. Describes and contextualizes pedagogy, teaching, curricular innovations, evidence used for outcomes and teaching success
 - c. Plans for developing teaching skills and or future contributions to teaching
3. **Course information / quantity of classroom teaching**
 - a. Courses taught, syllabi, enrollment and grade distributions
 - b. Course outlines, bibliographies, assignments;
 - c. Teaching assessment activities
4. **Quality of classroom teaching/ Evidence of excellence in teaching, including:**
 - a. Survey data, e.g., mandatory course evaluation questions
 - b. Digests of annual student evaluations/letters or testimonials from students
 - c. Awards or nominations for teaching excellence
 - d. Peer evaluation of teaching
 - e. Evidence of student success through a sequence of courses
5. **Documentation of innovative teaching methods and curricular development, including:**
 - a. New course proposals
 - b. Applications for instructional development grants
 - c. (*Important thing to contextualize in personal statement: “Innovative pedagogical efforts, which may sometimes include unsuccessful approaches, should be described by the candidate and assessed by the departmental committee. In particular, efforts to specify learning outcomes and the development of new assessment procedures should be described....”* (Indiana-Bloomington))
6. **Documentation of formal and informal efforts to improve teaching skills/course design, and outcomes of those efforts, including:**
 - a. Workshops, lectures, professional development
7. **Professional contributions in teaching, including:**
 - a. Scholarship of teaching and learning (SoTL) (books, book chapters, articles, reviews)
 - b. Presentations of teaching innovations, pedagogy, or SoTL at professional conferences
 - c. Facilitation of workshops on learning outcomes
 - d. Service to professional bodies/organizations in an instructional capacity
8. **Mentoring colleagues in teaching and pedagogy**
9. **Community outreach and service through teaching functions**

What else could or should be added to this list?

Checklist for creating your dossier (*importance of each point varies by institution/department, and expectations range from “recorded efforts” to “Evidence of excellence”*)

- Find departmental or university dossier for retention/promotion of teaching faculty, and make sure all elements of your dossier are addressed in this outline
- Update teaching-related ventures on your **CV**
 - *Hint: look back at your calendar for the past year to help you remember professional development, outreach, mentoring and other service-teaching!*
- *As you update your CV, pull out as separate lists:*
 - Workshops, lectures, and/or professional development attended for the **Documentation of formal and informal efforts to improve teaching skills/course design** section of dossier. Contextualize or briefly summarize.
 - SoTL publications and presentations for **Professional contributions in teaching** section of dossier. Contextualize or briefly summarize and include collaborations made on- or off-campus as a result of your efforts.
 - Community outreach efforts for **Community outreach and service through teaching functions** section of dossier. Contextualize or briefly summarize and include a list of community contacts you’ve worked with.
 - New course proposals, grant applications, and other evidence of innovated teaching for **Documentation of innovative teaching methods and curricular development** section of dossier. Contextualize or briefly summarize and include collaborations made on- or off-campus as a result of your efforts
- For **Course information / quantity of classroom teaching** section of dossier,
 - Make sure information is sorted not only by course but by semester so that you can show how your teaching has evolved over time
 - Include relevant enrollment and grade information, including how course assessments were weighted and other relevant syllabus information
- For **Quality of classroom teaching/ Evidence of excellence in teaching** section of dossier,
 - Include contextualized/summarized student evaluations of courses
 - Include content or attitudinal survey data to illustrate efficacy
 - Include peer evaluations of teaching
 - Include other relevant information, e.g., teaching awards, testimonials from students
- For **Personal Statement/ Statement of Teaching Philosophy** section of dossier,
 - Do this last so that you can summarize your portfolio as a whole
 - Illustrate that you are reflective in your teaching practices, and that you use current best practices, professional development and evaluations to inform your teaching
 - Make your pedagogic contributions to your department, university, and the geoscience teaching community clear