



The American



Scholarship Dossier

For Promotion

Cover sheet (must use the last page of this document)

A Table of Contents

under contract, etc., under a separate heading "works in progress". Avoid the use of the word "forthcoming" as it means different things to different people, and it is ultimately confusing to reviewers. The "under contract" category is meaningful only when accompanied by a letter from the editor saying that the completed manuscript is slated for publication by a certain date.

Annotate the scholarship section with a short statement under each bibliographic entry, making clear to readers the importance of the venue for the field (tier 1, tier 2, the flagship journal for your field, etc.), the "quantity" of contribution if a co-author (10%, 75%, etc.), or anything else that will help colleagues understand the significance of the work.

Here is an example of sub-categories (not necessarily ranked in this order)

Books/Monographs

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Teaching & Learning Center, Mellon pedagogy seminars or faculty retreats).

- Evidence of help given to colleagues leading to improvement of their teaching, such as leading faculty development workshops or participating in pedagogical seminars.
- Evidence of having received a grant for improving teaching or making curricular revisions to one's syllabi.
- Evidence of technological innovation, such as: a web page designed by students in a course or an electronic syllabus designed by the teacher for the students.
- Invitations to present a paper on teaching in one's discipline.
- Discussion of published work (included in research dossier) on pedagogy in one's

professional meeting programs, committees, funding organizations, and so on.)

Note that a book contract will be considered “a completed book” by the Rank & Promotion Committee if the book has already been completed (the candidate should provide the committee with the completed manuscript), and the publisher can indicate (via email) approximately when the book will be published. The candidate and/or the publisher should also state whether or not the book has been (or will be) peer-reviewed.

All candidates holding the status _____ who are applying for promotion are expected to provide evidence of service to the department and institution. They may also provide evidence of service to the wider community. Such evidence can be demonstrated by items in the following list of examples, which is neither exhaustive nor compulsory.

- Serving as an appointed or elected administrator or head of any academic group at the department or university levels.

Place a check mark () next to each item indicating its inclusion in the dossier.

1. _____ Table of Contents
2. _____ Candidate's Letter of Application
3. _____ Curriculum Vitae (organized according to the format specified)
4. _____ Teaching Dossier

(to)