DOSSIER ELEMENTS
AY 2024-2025

TN/TT Candidate Dossier

Note: The dossier's content and format is applicable for reappointment, tenure, and promotion. For the sake of brevity "promotion" is used as a placeholder in the text for all three actions. It is both the candidate's and the nominator's responsibility to accurately present the case, including all pertinent evidence to support the promotion.

The dossier must adhere to the following organization:

1. Nominator's Letter (no more than 5 pages). The nominator's letter shall discuss the candidate's accomplishments in research, teaching, and service/leadership. In addition, the letter shall also include (i) a discussion of the candidate's annual reviews since the time of the candidate's reappointment or last promotion, and (ii) the vote and recommendation of the Department P&T Committee.

2. Candidate's Research Statement (no more than 3 pages). This statement should describe the candidate's research and should give the reader insight into the candidate's work and its significance. It should provide context, including the impact of the research within the candidate's field/fields and beyond.

3. Candidate's Teaching Statement (no more than 3 pages). This statement should describe the candidate's teaching philosophy, goals, strategies, successes and innovations. The candidate should give a critical assessment of teaching experience and methods, which should be framed by discussion of successes and failures. The statement should also discuss any actions taken to improve teaching and the results. Any evidence of commitment to diversity, under-represented minorities and women in STEM fields through teaching, research, mentoring, outreach, and program development shall be included. The candidate's future approach and plans in teaching should also be included.

4. Candidate's Service, Leadership and Diversity Statement (no more than 2 pages). This statement should describe the candidate's efforts in service, leadership and diversity and their impacts. This description includes service, leadership and diversity both within and beyond the university.

5. Candidate's Technology Translation Statement (Optional, no more than 2 pages). This optional statement should describe the candidate's efforts to disseminate results of their work more broadly to society. This can encompass a wide range of activities that could include patenting/licensing, entrepreneurship, dissemination of research tools or community outreach.

6. Candidate's Complete Curriculum Vitae. The CV should include the following items, each organized in a reverse chronological order:

a. Starting date (including year and month) of UVA professional appointments and previous professional employments.

b. The date and place of undergraduate and graduate degrees and postdoctoral training.

c. Honors and awards received.

d. A list of publications and scholarly work separated into categories: archival peer reviewed journal articles, archival peer reviewed conference proceedings, books, book chapters, and other categories as appropriate:

- Each publication listing must include the complete list of authors, with student coauthors advised by the candidate underlined and the candidate's name in bold, title of publication, name of the Journal/Conference, date of publication, page numbers/article number and the impact factor of the journal.
- For conference papers, the selectivity/impact of each paper should be given, for example, by giving the acceptance rate of the conference.

e. The candidate's h-index and citation count, according to Google Scholar, Web of Science or some other citation organizations (the citation organization should be clearly identified).

f. A list of graduate students directed or being directed (separated into Doctoral, Master of Science, and Master of Engineering), their status, including year of the most recent major milestones (qualifying exam, proposal, projected defense date), and the placement of the students after graduating if known.

g. A list of undergraduate student researchers who were involved in a significant manner in the candidate's research with or without a thesis.

h. A list of visitors and postdoctoral fellows supervised.

i. A summary of external and internal research grants and contracts presented in 4 tables. Projects should be presented in descending chronological order (most recent projects listed first). In the list of PIs/Co-PIs, the candidate's name should be highlighted. The final row of each table should provide totals

1. External Awarded Grants and Contracts

Title	Sponsor	PI	Co-PIs & Sr Personnel	$ Total	$ Candidate Share	Start Date	End Date

2. Internal Awarded Grants

Title	UVA Source	PI	Co-PIs & Sr Personnel	$ Total	$ Candidate Share	Start Date	End Date

3. Proposed External Grants and Contracts

Title	Sponsor	PI	Co-PIs & Sr Personnel	$ Total	$ Candidate Share	Duration

4. Proposed Internal Grants

Title	UVA Source	PI	Co-PIs & Sr Personnel	$ Total	$ Candidate Share	Duration

j. A list of presentations organized by keynote and invited presentations, with the inviting organizations and institution/department and date indicated.

k. A list of issued patents, filed patents and disclosers and formal copyrights awarded or pending.

l. A list of internal service/leadership performed since joining UVA. Service shall be categorized as Department, School, or University.

m. A list of professional services, identifying leadership roles in service assignments such as conference organizer roles and journal editorial board.

==NOTE ON CV UPDATES==: ==Any updates to CV must be scheduled no more than 3 weeks from the initial submission. Updates must highlighted.==

7. Lists of and links to three (or five in the case of promotions to full professors) publications that candidates consider their most significant work; the impact of these selected publications should be discussed in the candidate's research statement.

8. A Teaching Portfolio consisting of the following:

a. A table including every course taught at UVA since joining the faculty or since the last promotion at UVA.

					Average Course Rating (*)	Average Instructor Rating (**)

Course #	Title	Semester	Enrolment	Evaluation Response Rate	SEAS	This Class	SEAS	This Class

*　　　　Course Ratings

For evaluations pre-2020, report the "Overall Course Rating" provided on the first page of the evaluation report.

For evaluations post-2020, report the average for the Course Question "Through this course, I gained a deeper understanding of the subject matter."

**　　　Instructor Ratings

For evaluations pre-2020, report the "Overall Instructor Rating" provided on the first page of the evaluation report.

For evaluations post-2020, report the average for the Instructor Question "Overall, the instructor was an effective teacher"

b. A complete set of student evaluations of each course taught at UVA.

c. Additional materials that help to document the candidate's accomplishments in teaching, advising, and mentoring students.

9. Peer evaluation letters (See Appendix B). At least eight letters of reference from leading external experts competent to assess the standing of the candidate in the candidate's research fields will be requested, and at least six submitted. For reappointment, letters are not needed.

10. Student letters. Four letters (total) from graduate and undergraduate students shall be included.

11. Annual reviews by the Peer Review Committee, annual chair evaluations and any P&T evaluations/recommendations since hiring at UVA or since the candidate's last promotion shall be included.

The dossier must follow the above outline, in the order specified above, and include the subheadings identified above. The nominator must ensure that the candidate's dossier for promotion is complete and up-to-date when uploaded to the Box.

AGF Faculty Dossier

Each AGF member will follow the same format as the TN/TT Dossier described above. AGF may exclude those elements in the TN/TT Dossier that are not applicable to the particular candidate's track and hiring description; such exclusions will not be counted against the faculty member. A summary of the most recent appointment letter, describing the faculty member's specific duties, will be included in the dossier.