

P&T Strategy Studio – Session I: Dossier Building
Faculty Development for Student Success
Wednesday, June 18, 2025 | 1:00 p.m. CST | Via Zoom

Agenda

Welcome & Introductions: Brief overview of the session goals and summer studio series.

Online Materials: <https://www.jsums.edu/scholars/main/teaching-learning/soar/soar-track-3-pt-strategy-studio/>

- Candidate's Application for Promotion and Tenure (CAPT Packet, PDF)
- Faculty Handbook (PDF)
- Annual Evaluation Form (FPEI, PDF)
- Sample Dossier Excerpts – Request secure folder link
- P&T Process Timeline
- Third-Year Review Guide
- PUBHTML5: <https://pubhtml5.com>

Core Workshop Topics

- Organizing Your Documents: Dr. Craig A. Meyer will discuss effective organization of materials, the importance of context and supporting evidence in both the 3rd-year review and tenure dossiers.
- Updating & Organizing Your CV
- Setting a Timeline for Dossier Production
- Gathering documents from third parties:
 - SIRS: <https://www.jsums.edu/institutionalresearch/student-instructional-rating-survey-sirs/>
 - Annual evaluations
 - Letters of support
 - (Optional) Outside reviewers
- Reviewing your files
- Drafting narratives
- Scanning and organizing

Review: CLA 3rd-Year Review Policy

https://www.jsums.edu/liberalarts/files/2014/03/CLA-Policy-Statement_Third-Year-Review-for-Assistant-Professors-Guidelines-2-26-14.pdf

Prep for Strategy Studio Session II (July 16)

- Scan and save research-related documents
- Update the research section of your CV
- Draft an initial research narrative