

FACULTY DEVELOPMENT FOR STUDENT SUCCESS

# P&T Strategy Studio

Building Your Promotion & Tenure Dossier

Wednesday, June 17 @ noon

Zoom

For faculty applying Fall 26 & 27

*This year we're hitting the high notes — and the real work happens one-on-one.*

# Everything you need is on the website

We'll walk it together. This is your reference library — come back to it all summer.



## CAPT Packet

The candidate's application — your master checklist.



## Faculty Handbook

The criteria you're being evaluated against.



## Annual Evaluation (FPEI)

Pull your past evaluations as evidence.



## P&T Timeline

Every deadline, department to president.



## Third-Year Review Guide

For those not yet going up for tenure.



## Sample Dossier Excerpts

See what a strong submission looks like.

Website: [<https://www.jsums.edu/scholars/main/mentoring/pt-strategy-studio/> ]



# Know your deadlines

October 1 — your dossier is due to the department. Everything counts backward from there.

**Oct 1**

To Department

**Oct 15**

Dept. Committee

**Nov 1**

Dept. Chair

**Nov 15**

College Committee

**Dec 1**

College Dean

**Jan 5**

VPAA

## Going up THIS year

- The clock is running. Count backward from Oct 1.
- Draft your narratives now — they take the longest.
- Book a 1:1 with me this week.

## Going up NEXT year

- This is your runway — start gathering now.
- Request SIRS reports and annual evaluations.
- Line up letter writers early.

# The high notes: what trips people up

Your dossier is a persuasive document, not a report. Interpret and reflect — don't just list.

- 1 Too much detail, not enough synthesis** Reviewers need the meaning, not the inventory.
- 2 Generic claims without examples** “I am a dedicated teacher” proves nothing on its own.
- 3 Effort not connected to outcomes** Tie what you did to what changed for students or the field.
- 4 Treating the narrative as a report** It should persuade — make the case for your impact.
- 5 Assuming the reader knows your impact** They don't. Spell out why your work matters.

# Book your 1:1

This is where we do your actual work, reviewing your materials and draft dossier, one-on-one. Bring your current CV and a draft narrative if you have one.



June 19 · 2–4 pm



June 23 · 10 am–12 pm



June 30 · 1–3 pm



July 8 · 10 am–12 pm



July 14 · 1–3 pm



July 22 · 12–2 pm

Sign up here: <https://calendly.com/candis-pizzetta/ptdossier>