

### **III. Candidate Portfolio Structure.**

**III. A. Summary Dossier.** Each candidate for promotion, tenure or sexennial evaluation shall complete in a single dossier a succinct, comprehensive, uniformly formatted summary of his or her accomplishments. **Candidates are strongly discouraged from placing materials in the dossier or supporting materials (see below) in plastic “sleeves”; materials that cannot easily be hole-punched and placed in a three-ring binder may be placed in paper “pockets” that fit in the binders.** It is recommended that each dossier contain the following:

1. a current curriculum vitae;
2. at least the previous five years' (or as many years as the candidate has been at CCSU if fewer than five years) evaluative letters from Department Evaluation Committees, Chairs, and Deans at CCSU;
3. a narrative statement that should be limited to the recommended maximum of 2000 words (i.e., approximately 4 single-spaced pages);
4. a section labeled "Load Credit Activity" containing
  - a. a brief introductory narrative (if desired),
  - b. a summary of distribution of load credit for the period under evaluation,
  - c. statistical summaries of student opinion survey data for the period concerning the evaluation, and
  - d. original peer teaching evaluations;
5. a section labeled "Creative Activity" containing
  - a. a brief introductory narrative (if desired), and
  - b. a list of creative works organized with subheadings as suggested in the appendix and with clear indication for each item whether a work is completed (e.g., published), accepted, submitted, or in progress;
6. a section labeled "Productive Service to the Department and University" containing
  - a. a brief introductory narrative (if desired),
  - b. a list of Direct Service organized with subheadings as suggested in the appendix, and
  - c. a list of Service as a Representative of CCSU organized with subheadings as suggested in the appendix;
7. a section labeled "Professional Activity" containing
  - a. a brief introductory narrative (if desired), and
  - b. a list of activities organized using subheadings as suggested in the appendix; and
8. a copy of the Departmental guidelines.