

1. General Suggestions

a. Please read carefully and follow the directions provided within the Tab 1 and 2 templates.

b. Note that your PRS is the "roadmap" for faculty evaluation at all levels of evaluation (WLC, LAS, University). As you write your Tab 2, you should keep your PRS in mind, i.e., the trajectory of scholarship (teaching, research, service) that is presented in Tab 2 should reflect your position responsibilities.

c. Assistant professors should seek advice and input from their departmental mentor regarding the completion of Tab 2. If your mentor is not in WLC, seek advice from a tenured colleague in WLC who is not presently a member of the FEC.

d. Ask tenured colleagues in your language group, or your mentor, to conduct classroom evaluations in years when the FEC is not required to do so, especially in the early years when feedback will be especially helpful; these may be included in your dossier (though you are not required to do so).

e. For all FEC reviews (all ranks, including tenured faculty) provide a timeline indicating the current status of work in preparation, and other work referenced that is not yet published, indicating the anticipated schedule for completion and submission for publication. In the timeline you should prioritize your near and long-term research goals.

2. The PRS

Include your original PRS AND any revised PRS with dates clearly indicated for both/all documents. Only the PRS documents approved by the faculty member and the department chair should be included in Tab 2. (Note: Faculty may not unilaterally submit changes to their PRS for inclusion in Tab 2.)

3. The Preliminary Review Template

a. Note the distinction between the Preliminary Review Tab 2 and the P&T Tab 2 (they are not the same). For Preliminary Reviews, Tab 2 must not exceed 10 pages, while 25 pages are allowed for the P&T Tab 2.

b. For Preliminary Reviews, the publication table in Tab 1 refers only to scholarship actually in-print/published (not to work forthcoming/in press, accepted, submitted or in preparation).

c. For assistant professors using the Preliminary Review template, the FEC requests that you also submit a statement of no more than one page contextualizing your research. This can be incorporated into the P&T Tab 2 in the future.

4. The CV and Tab 2

a. On your CV and within Tab 2, please distinguish among refereed, invited, and other non-refereed publications and presentations, using the following definitions for work that is not yet published:

refereed: A refereed piece of scholarship has a formal and/or structured reviewing process in which at least one reviewer, excluding the press' editors, evaluate each manuscript and advise the editor(s) as to acceptance or rejection. "Refereed" can be used interchangeably with "peer-reviewed."

forthcoming/in press: publication proofs have been corrected by the author and returned to the publisher; no additional changes to the manuscript are anticipated.

accepted: the manuscript has been accepted for publication, but revisions may still be necessary and proofs have not yet been received and/or corrected.

under review: the manuscript has been submitted to the publisher for review.

in preparation: the manuscript has not been submitted to a publisher.

b. Within the CV, committee and other service should be divided into the following categories for Iowa State University: Department of World Languages and Cultures service, College of Liberal Arts and Sciences service, University service. Service to professional associations/entities should be listed separately.

c. Make sure that information in the CV matches information in Tab 2 and your dossier (such as, for instance, titles of manuscripts/articles and their status).

~~d. Examine the sample P&T Tabs 1-2, kindly provided by Profs. Olga Mesropova and Rachel Haywood Ferreira, as examples.~~

e. Remove the directions from Tab 2 prior to completing the sections and adhere to the page limit restrictions.

f. Explain in your Tab 2 any variation in teaching load from the PRS (i.e. any course releases you have received that are not identified in the PRS).

g. Within Tab 2, for every departmental/college/university/professional committee on which you serve, estimate the number of hours you spend each semester on work and meetings for that committee.

h. It is important in all reviews to contextualize your scholarship in Tab 2 and present your research trajectory and projected future development.

i. Also in Tab 2, be sure to address the nature of any collaborative scholarship and your role in producing collaborative work. Specify the percentage of your contribution to the collaboration, the nature of your contribution, and information on the process of collaboration for each occurrence of collaborative scholarship.

4. The Dossier

a. Include **PDFs** ~~copies~~ of the actual publication of scholarship if it has been published, ~~not computer file print-outs~~.

b. Include **PDFs** of manuscripts (except for those “in preparation”) as they exist at the time of submission of your dossier and any letters from referees/reviewers that you have received for submitted manuscripts, as well as any communication with editors/publishers. Also, explain what remains to be done on these projects (i.e. provide us with the current and specific status of all work that you reference and that is not yet published).

c. For ease of access by members of the FEC, please use the following guidelines in assembling your dossier:

use PDFs with logical folder headings; folders and files must be well organized and easy to access.

~~-use binders no larger than 3 inches in thickness;~~

~~-three hole punch all materials and place within binders, DO NOT insert materials into plastic sleeves (these decrease accessibility to the materials and significantly increase the time it takes the FEC to examine the dossier), exceptions can be made for small offprints, books, journal fascicles and the like;~~

~~-use dividers to separate and identify materials by category.~~

~~Dossiers not adhering to these requirements will be returned for correction.~~

d. Within each category of the dossier—scholarship, teaching, service, etc.—materials should be organized in reverse chronological order, beginning with the most recent materials.

e. Student evaluations should not be interfiled with course materials, but rather placed in a separate section or their own **folder binder**.

~~f. If you elect to include CDs or DVDs as part of your dossier (usually for teaching materials), please use the following guidelines:~~

~~-include a printed table of contents that reflects the folder structure of the files on the disk;~~

~~-folders and files should be named in a comprehensible way that is easy for the members of the FEC to follow;~~

~~-folders and files must be well organized and easy to access.~~

g. Do not include any ~~printouts~~ of e-mails in your dossier, unless they speak directly to publication of scholarship. This sort of material (praise from colleagues, students, evidence of committee work, etc.) should be kept by you but not turned in, unless and until the FEC specifically requests such material after submission of your dossier.