

“Advice to Junior Faculty: Building Your Personnel File” is available through the Provost & Dean of the College webpage under Quick Links: <http://www.dickinson.edu/academics/resources/dean>. This document is also available on the TCWW webpage: <http://www.dickinson.edu>.

Building Your Personnel File: documents for junior faculty to keep

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The following list identifies documents that FPC recommends you should keep. Some you should place in your personnel file as you go along. Others should be documents that you keep for your own records and to make sure copies are in your ‘tenure box’.

Items of this sort should be placed in your personnel file as you go along:

- Copies of published or completed work that is evidence of accomplishment in the area of scholarship
- Copies of conference papers
- Contracts from publishers for books or other items of scholarship
- Acceptance letters from journal editors
- Grant applications and final reports to outside agencies
- Significant reviews of published works

Items of this sort should be kept for your own records and for your ‘tenure box’:

- Student evaluations of teaching, both summary statistics and written evaluations
- Sample of course syllabi from recent and previous semesters
- Other pertinent evidence of classroom methods and pedagogy
- A current curriculum vitae (this should be submitted to Marie Baker annually)

Items of this sort should be kept for your own records:

- Salary and promotion history, including copies of reappointment or salary letters in which the College’s formal evaluation of your progress is summarized
- Professional Activities Statements
- Department chair evaluation reports for each evaluation period
- Peer evaluation reports on your teaching
- Sabbatical, leave-of-absence, and reassigned time applications and final reports, with the Faculty Personnel Committee’s memos acknowledging those reports
- Grant applications and final reports to the Research and Development Committee