

Top Tips: Preparing your Dossier

- Keep track of everything you do
- Become familiar with the merit and promotion system
- Balance is good: research*, teaching, service
- Focus on the review period
- Ensure the information is organized and in the correct category
 - Teaching/Mentoring
 - Research/Creative Activities
 - University/Professional Service
- Collaborative work: clearly describe your individual contribution
- Write a clear and succinct candidate statement
 - Address your audience
 - Emphasize strengths, address weaknesses
 - Expand on publication quality and impact
 - Describe your service contributions
 - Provide context and analysis: don't reiterate the dossier
- Include a diversity statement
- Ensure the information is current and accurate
- *"The only thing that matters is everything"*