Outline of Promotion Dossier (Off-Cycle Cases)

# Instructions for Outline of Promotion Dossier Template

In order to assist the candidate and units format their P&T dossier, the Office of the Provost has created a locked MS Word version of the outline template that keeps the main sections of the template intact. When using this form the candidate can add and save their information under the appropriate headings throughout the document with greater ease and efficiency.

## How to Use

1. In the highlighted (yellow) areas within the template, the candidate adds their required information under each of the sections. They may type directly on to the file or cut and paste their content created from another file.
2. Once the candidate completes the form, they will save their document as an MS Word file *(the candidate should* ***not*** *save their dossier in a different format such as a PDF)*. Please note that the filled-in sections will remain highlighted in yellow while the document stays locked.
3. Once the department receives the completed dossier from the candidate, the designated unit staff member inserts the appropriate content to fill in the following internal sections:
	1. Departmental Evaluation of Teaching, Advising, and Student Mentoring
	2. Evaluation of Service
	3. Departmental Evaluation of Research Accomplishments
	4. Departmental Evaluation of Future Potential
	5. Sample Letter(s) to External Evaluators (*can be added once the document has been converted to a pdf)*
	6. Qualifications of the External Evaluators
	7. External Letters (*these should be added* ***after*** *the document has been converted into a PDF file in order to keep the letters the correct size for legibility purposes)*
4. Once the document is completed, it is now ready for conversion to a PDF file. Before converting to PDF, the MS Word file must first be unlocked in order to remove the (yellow) highlights on all the sections. To unlock the MS Word document, please follow these steps:
	1. Click on ‘Review’ tab in the top ribbon of the document.
	2. Select ‘Restrict Editing’ in the top ribbon, right hand side.
	3. Click on ‘Stop Protection’ on the bottom right hand side of the screen.
	4. A screen will pop up asking for the password. The password is **VPAA2021** *(You are welcome to re-save the form to create your own password.)*
5. Once you unlock the document you can adjust any of the formatting that needs to be done as well as edit or make any changes before converting the document to a PDF file.

# Personal History and Professional Experience

***NOTE:*** *In each section, list items in chronological order from past to present.*

## Educational Background

enter text here

## List of Academic Positions since Final Degree

enter text here

## Other Professional Employment

enter text here

## Honors, Recognitions, and Outstanding Achievements

enter text here

## Invited Lectures and Invited Conference Presentations since Last Promotion

enter text here

## Offices Held in Professional Societies

enter text here

## Editorships of Journals or Other Learned Publications

enter text here

## Grants Received since Last Promotion at UIUC

enter text here

## Review Panels

enter text here

# Publications and Creative Works

# Denotes any publication derived from the candidate’s thesis.

\* Denotes publication that has undergone stringent editorial review by peers.

+ Denotes publication that was invited and carries special prestige and recognition.

(Additional symbols may be used to denote other noteworthy features. Please
define.)

## Doctoral thesis title

enter text here

## Books Authored or Co-Authored (in print or accepted)

enter text here

## Books Edited or Co-Edited (in print or accepted)

enter text here

## Chapters in Books (in print or accepted)

enter text here

## Monographs (in print or accepted)

enter text here

## Articles in Journals (in print or accepted)

enter text here

## Creative Works (Exhibitions, Commissions, Competitions, Performances, Designs, Art or Architecture Executed)

enter text here

## Patents

enter text here

## Bulletins, Reports, or Conference Proceedings (in print or accepted)

enter text here

## Abstracts (in print or accepted)

enter text here

## Book Reviews (in print or accepted)

enter text here

## Refereed Conference Papers and Presentations

enter text here

## Other *Specify type.*

enter text here

# Resident Instruction

## Summary of Instruction

enter text here

### Descriptive Data

enter text here

### Supervision of Graduate Student Research

enter text here

### Supervision of Undergraduate Students

enter text here

### Other Contributions to Instructional Programs

enter text here

## Evaluation of Instruction

enter text here

### Student ICES Course Evaluation Results

enter text here

### Candidate’s Teaching Activities Report and Self-Review *(Three pages or less.)*

enter text here

### Departmental Evaluation of Teaching, Advising, and Student Mentoring

(Author of evaluation: author name)

enter text here

# Service (Public, Professional/Disciplinary, and University)

## Summary of Service

enter text here

### Public Engagement

enter text here

### Service to Disciplinary and Professional Societies or Associations

enter text here

### University/Campus Service

enter text here

## Evaluation of Service

(Author of evaluation: author name)

### Public Engagement

enter text here

### Service to Disciplinary and Professional Societies or Associations

enter text here

### University/Campus Service

enter text here

# ALTERNATIVE IV. Service for Faculty Members who have Public Engagement

# as a Primary Criterion for Promotion

## Summary of Service

### Public Engagement

#### Candidate’s Statement of Public Engagement Goals and Accomplishments (three pages or less)

#### Departmental Evaluation of Public Engagement Activities

#### Departmental Evaluation of Future Potential

### Service to Disciplinary and Professional Societies or Associations

### University/ Campus Service

## Evaluation of Disciplinary/Professional and University/Campus Service

*Please provide the name of the person who developed the evaluation.*

(Author of evaluation: author name)

### Service to Disciplinary and Professional Societies or Associations

### University/Campus Service

# Research

## Candidate’s Statement of Research Goals and Accomplishments (three pages or less.)

enter text here

## Departmental Evaluation of Research Accomplishments

(Author of evaluation: author name)

enter text here

## Departmental Evaluation of Future Potential

(Author of evaluation: author name)

enter text here

# External Evaluation

***Note:*** *Please start this section on a new page.*

## Sample Letter(s) to External Evaluators

*Include a copy of the letter (or letters, if different versions) used to solicit the outside evaluations.*

enter text here

## Qualifications of the External Evaluators

*Include a listing of the names, addresses, and affiliations of all scholars or professional specialists outside the University of Illinois from whom you have solicited letters of evaluation.*

enter text here

## External Letters

# Special Comments by the Executive Officer

***Note:*** *Please start this section on a new page.*

Executive Officer Name (please type): executive officer name

enter comments here

# Special Comments by the Dean (only when needed)

***Note:*** *Please start this section on a new page.*

Dean Name (please type): dean name

enter comments here