

## Bob Damrauer's Tips for Preparing a Dynamite RTP Dossier

This is my personal guide to preparing an RTP Dossier, based on lots of experience, but peculiarly mine (although I have asked some other experienced RTP-ers to offer their suggestions).

- Start documenting your career from day one. Save everything that might conceivably be important. If you have a doubt, save it!
- Don't take my word for it! Consult your colleagues so that your dossier conforms to the standards of your College or School.
- Know the rules: refer to the Faculty Handbook and Strategies for Success (partial version) for the details. Be sure you have a copy of (1) your Primary Unit's criteria for Comprehensive Review and for Promotion and Tenure and (2) RTP Committee's Dossier Checklist.
- Look at the sample dossiers that are available in the Center for Faculty Development, LSC 320.
- Find someone whom you trust and have that person read your dossier as it is being prepared. I am always available; just call (6-2743) or e-mail me. Whatever, find someone!
- Toot your own horn! This is one time when you have to overcome your inherent modesty and present yourself in as positive a light as the documentation allows. Discuss your accomplishments in terms that intelligent laypeople can understand. Take every opportunity to present yourself positively, but be sure to do so in clear and concise language.
- Document your career carefully. In your CV, be sure (1) to give proper dates and inclusive paginations and (2) to distinctly indicate (separate?) refereed and non-refereed works, book chapters, work in press, work in preparation (in other words, adopt the CV form outlined in Strategies for Success (see the template on page 39 of the 2008 *Strategies*--<http://thunder1.cudenver.edu/CFD/tenure.htm>). Don't exaggerate under any circumstances.
- Give considerable thought to the question of whom you suggest as external reviewers. Make sure the persons you suggest are not too close to you unless you can document that such a person can give an above reproach, critical review.
- Don't exaggerate under any circumstances (I know I said it already; it is very important!).
- Don't let any negative aspects of your career go unexplained. Confront everything. Leave nothing to anyone's imagination.

- Be involved in the review process of your dossier. Be sure you know what is going on in your Primary Unit. To the extent that you can control it, be sure that your primary unit is carefully preparing your case and representing you in a fair way. You cannot see the external review letters, but you can examine the guidelines given in Strategies for Success (some units may allow you to see the actual letter to be sent to external reviewers). You should be informed in writing of formal actions taken in your case as it makes its way through the system.
- You have several opportunities to summarize your career in the dossier. These are very important for reviewers, both internal and external. They are busy people and, no matter how conscientious they are, good summary statements put them at ease and may assure them that yours is a case that doesn't require microscopic analysis. I hasten to say that a good summary is likely only possible when a case is a good one. Also, be assured that external and internal reviewers take reviewing very seriously. Your dossier will be carefully and fairly treated.
- Consider preparing a dossier before you have to. Consult in your Primary Unit and see if they will review an early dossier so that you have constructive feedback before a formal submission is required.
- Before submitting your Dossier, carefully check it against the RTP Committee's Dossier Checklist.
- Once your dossier is submitted, try to resume a normal life, whatever that is! Once it is out of your hands, you might as well relax. There is little more you can do. If you have carefully prepared the dossier and if your career is going well, there is nothing to worry about.