

Suggestions for Preparation of Dossier for PEAR Reviews

A core part of the dossier that your departmental committee and the Faculty Personnel Committee (FPC) will consider in PEAR reviews consists of materials that you submit. These materials include a prospectus, curriculum vitae, and other supporting materials such as training materials, course syllabi, or other professional or curricular materials. These materials are intended to provide the senior colleagues on your departmental committee and the FPC with a thorough understanding of your professional work during the review period, as well as your reflections on that work and your professional trajectory. For third-year reviews, the review period includes the period since your appointment at Carleton. For subsequent reviews, it includes the period since your most recent previous review (e.g., since the third-year review for six-year reviews, etc.).

The content and composition of the dossier materials that you submit is your responsibility and can include whatever materials you think are most important. This document is intended to provide some suggestions about the kinds of information that review committees and the FPC have found useful. These are meant to be suggestions – not prescriptions or a checklist. Remember that it is ultimately up to you to decide how to craft a set of materials that best conveys your professional accomplishments, development, and plans.

1. ***The Prospectus.*** The prospectus is a required part of the dossier and should be no more than 5,500 words. The word limit does not include any supplementary material you may submit.

The prospectus is an opportunity for you to tell your professional story. It should address all the major components of your professional responsibilities at Carleton, e.g. teaching, including varsity coaching and activity classes as well as classroom classes if you have taught any; recruiting; service to the PEAR Department, the College, and your profession; and other professional activities. The FPC also invites you to discuss the ways in which you address inclusion, equity, and diversity in these various aspects of your work. To be most useful to your colleagues and the FPC, the prospectus should be both retrospective and prospective. It should provide a thoughtful and self-reflective overview of your professional accomplishments during the review period as well as a summary of your future goals and plans. While your colleagues and the FPC will be most concerned with your work during the review period, if previous work or experiences will help them better understand your trajectory or objectives, you may want to briefly comment on those prior experiences/accomplishments as well.

Teaching and Coaching – Because your teaching responsibilities as well as context differs in varsity coaching, activity classes, and classroom classes, you –and your departmental committee and the FPC—will likely find it most straightforward and helpful for you to comment on these aspects of your teaching in separate sections of the prospectus. In all cases, comments on teaching are most useful if they describe your philosophy and pedagogical strategies, as well as reflecting on how well you have accomplished your goals and how you see your coaching and teaching developing in the

future. You may also want to include comments on your work with students outside the formal team activities or class time.

In discussing your varsity coaching, you should discuss your coaching philosophy and goals as well as strategy. What are your goals in working with your varsity team—both for the team and for individual student-athletes? What are your goals in planning practice sessions? If you have assistant coaches, how do they fit into your teaching and coaching strategy? How do you stimulate student learning and development?

For activity classes, what are your learning goals and philosophy? Your philosophy and objectives in creating a syllabus and/or course materials? In these classes, how do you stimulate student learning and development? Likewise, if you teach a classroom class, what are your goals and objectives for that class? Learning goals for students? What pedagogical strategies have you used to motivate student learning? If you served as an academic advisor, reflect on your role in that capacity.

In all of these different kinds of teaching, how do you strive to support students from diverse backgrounds and/or with different levels of preparation? How do you strive to create an inclusive learning environment? You should be self-reflective as well as visionary: How well have your strategies and experiments worked? What are you still working on? How do you anticipate your coaching and pedagogical strategies developing in the future?

Recruiting – Either as part of your discussion of your varsity coaching or in a separate section, you should describe your philosophy and approaches to recruiting student-athletes. What strategies have you used to identify and recruit student-athletes who will be successful at Carleton? Include any comments or reflections you might have on how these strategies have worked, and how you collaborate with Admissions and/or your colleagues in PEAR in developing recruiting strategies.

Professional Activities and Service – Include comments on your activities, both formal and informal, in service to the PEAR Department, as well as service to the College beyond your department, for example on College-wide committees or initiatives. It is useful for your colleagues and the FPC to hear how you may see these service activities contributing to your professional development, and to hear about less obvious or informal activities you may have taken on.

You should also comment on professional service beyond Carleton, for example, to professional associations or groups, and community outreach or public engagements related to your professional work. If you have participated in any professional workshops or other development activities, you should describe those activities, as well as plans you have for future development.

The prospectus can also be a vehicle for any other topics which, in your judgement, have a bearing upon your professional performance and career development.

2. ***Curriculum Vitae.*** A current and complete CV is a required part of the dossier.
3. ***Supplementary materials, including teaching materials.*** You may also submit additional materials that will help your colleagues and FPC members understand your professional work, accomplishments, and trajectory. Your colleagues and members of the FPC find it especially helpful to include materials that help us better understand your coaching and teaching strategies. While it is not required that you do so, we recommend that you submit samples of coaching and teaching materials you give students and any syllabi for courses you have taught during the review period. It isn't necessary to include all such materials you have used. But it's especially useful to include materials related to pedagogical strategies or training activities or assignments that you discuss in your prospectus. You may also include materials related to your professional or team accomplishments such as recognitions or awards, any publications or other documents you have authored, or other materials and information that will help your colleagues and the FPC understand your professional accomplishments and trajectory. Please include a cover sheet listing any supplementary materials you submit. If you include any materials that are co-authored, please explain your role in producing the co-authored items.

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