

D. Dossier Preparation & Guidelines

Before the candidate begins to prepare a dossier, he/she must make sure he/she is qualified for promotion. Carefully review eligibility criteria including the performance standards for rank. Candidate should speak with immediate supervisor, CED or RD. Check submission timeline. Thoroughly examine the dossier dividers for specific content. Lastly, the candidate should give him/herself adequate time to prepare a quality dossier.

The following is an overview of the dossier dividers:

I. Candidate and Position Information – This section includes the candidate's information, position description, and summaries of professional development, honors and awards.

II. Extension Education Programs – Candidates with program responsibility should complete this section. Each extension program should be titled and listed separately (for example: II-A Food Safety, II-B Family Relationships, etc.). Organize materials by programs, not separate events and activities. Major programs should correspond with the candidate's responsibilities. The majority of reported programs should not be more than three years old. Information should be stated clearly and succinctly. Be sure to include outreach to minorities and underrepresented groups. The candidate's management, supervisory, or budget responsibilities should be included in the educator role section.

For each major Extension program, the candidate may provide a two-page narrative/outline. Information integrated into the program narrative includes educational objectives, impact, educator's role, needs assessment, scholarship of teaching and research, scholarship of creative accomplishments, evaluation methods, volunteer roles. Diversity efforts should be integrated into this information. Candidate materials that support program details are also included in this section.

III. Extension Administrative Responsibilities – County Extension Directors who are candidates for promotion should complete this section. Describe major administrative goals since last promotion. These goals coincide with the candidate's administrative responsibilities

in six administrative areas: (1) policies and procedures, (2) program development and management, (3) fiscal management, (4) human resource management, (5) office and facility management and (6) relationship and liaisons. Support materials for policies and procedures should include the last three affirmative action audit reports. This section will be evaluated by the Regional Director and the State Extension Director.

IV. Scholarship of Service – This section documents the candidate's support of Cooperative Extension through involvement with committees, work groups, and community and professional organizations. Documentation is organized by service to the University, society, and profession.

V. Letters of Assessment

Guidelines for Letters of Assessment

- A. Letters of assessment must be obtained for all candidates applying for promotion. Dossiers shall include a minimum of four (4) letters from evaluators: at least 2 from regional extension peers and at least 2 from state level faculty with extension appointments. For promotion to Extension Educator or Senior Educator, the 2 letters from regional extension peers must be replaced by two external assessment letters (peers outside Penn State University). Letters should be solicited from individuals who are of higher rank than the candidate and from an appropriate education oriented professional position. See Appendix for sample letters.
- B. The regional director is responsible for obtaining letters of assessment. Names and contact information of six (6) potential evaluators should be supplied by the candidate, and the county extension director to the regional director. The RD will consider the list provided by the candidate and their CED and additional potential evaluators to develop the final list of (4) evaluators to be contacted.
- C. The process of obtaining external letters of assessment should begin far enough in advance of the review process that letters are in the dossier and available to review by committees and administrators at all levels of review. If letters arrive after the review process has begun, individuals involved in those levels of

review already completed shall be notified by the regional director of the receipt of the letters, provided with access to the letters, and provided with an opportunity to reconsider their recommendation.

D. A log shall be inserted in the dossier to document:

- Date of request to evaluator
- Date of receipt of letter from evaluator
- Date of entry of letter in dossier
- Title of evaluator

The log shall not be made available to the candidate at any time.

E. A copy of the letter requesting the evaluation shall be inserted in the dossier; the request should be for a critical evaluation of the candidate's achievements and reputation within his or her discipline, with reference to the mission and assignment of the candidate. Requests should be for letters of assessment, not for letters of recommendation.

- If the same letter is sent to all evaluators, one sample copy of the letter shall be inserted in the dossier. If different letters are used, a copy of each letter shall be inserted in the dossier.

F. Letters should be from diverse sources and should not be requested from the candidate's former teachers, students, clients, or others whose relationship to the candidate might make objective assessments difficult. Evaluators should be asked to describe the nature of their association with the candidate. Evaluators should be in a position to make informed judgments about the candidate's work.

G. Evaluation letters received but not solicited by the RD will not be included in the dossier.

Support Materials

- Organize support materials to coordinate with specific program narratives and information in the dossier.
- Amount of support materials:
 - Associate and Educator Rank: a maximum of three support materials items per program area.

- Senior Educator Rank: up to six support material items per program area.
- Types of support materials to include in dossier:
 - Summarized evaluation form (do not include a blank form)
 - Summarize participants' comments regarding a particular program (one-page limit)
 - Candidate developed educational materials (may include outline of educational presentations, fact sheets, publications, educational handouts, PowerPoint handout, i.e., six slides per page)
 - Pertinent information on the program (may include marketing strategies, news releases, brochures, etc.)
 - Support materials must be limited to significant items that relate directly to the educational programs conducted by the candidate. They must provide documentation for an educational program and not be a scrapbook of activities and events.
 - Support materials included must be ones developed by the candidate and should include date produced.
 - Do not include:
 - personal letters from clientele regarding your deserving promotion
 - separate letters from clientele about a program (summarize comments as suggested in previous section)
 - master's or doctoral thesis

Format for Dossier and Support Materials

- The promotion materials must be presented in two 2" inch three-ring notebooks for each copy of the dossier (including support materials). The use of other than three ring notebooks is unacceptable. Four (4) photocopies of the materials should be provided for the reviewers.
- The candidate's name and current rank should be securely attached on the outside of each notebook.
- In developing the promotion materials, the candidate must use the following format guidelines:
 - **Dossier:**
 - Use no font smaller than 10 point (suggested 10 point fonts are Courier, Geneva, or Bookman)

- One-inch margins on all pages
- Candidate information must be no more than three pages
- Education Program descriptions must be no more than two pages
- Index notebooks for each program or administrative areas; letter to correspond with support materials. For example, IIA Food Safety; III(1) Policies and Procedures; etc.
- Do not use plastic sleeves to divide pages in the dossier.
- **Support Materials:**
 - No plastic protector sleeves should be used in the dossier
 - Index to match the dossier section

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