Dossier

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The College will make use of a Dossier to assess each candidate. Please complete all relevant sections.

N.B: The College may disregard applications where the dossier is incomplete.

**A: Candidate Details**

Name and role applying for:

Job code reference:

Date:

# B: names of persons to write evaluative letters / reports

Normally we will seek evaluative letters before interview, but this may vary. We will not contact referees without your prior permission. Please provide 2 names and contact details so we can collect appropriate references.

In order to collect references from your referees, we will send them a copy of your full job application, including additional documentation requested during the process. If you would like to provide us with any redacted documents (removing sensitive information), please state that clearly in the box below



# C: evaluative letters / reports

Candidate does not submit these.

# D: Previous annual review, workload process tool information, peer evaluation of teaching, and any other relevant information on record

Candidate does not submit these. Relevant only for internal or recently employed candidates. Such data will only be used in ways that are compliant with restrictions on confidentiality and personal data.

# E: Curriculum vitAe

Candidate to upload Curriculum Vitae when submitting application.

# F: Academic career form

[Internal candidates may update the form from their latest annual review using the comments facility but should not submit a new form.]

# Teaching [all contracts]

*Use bullet points. in each section of the form under teaching.* *In each section, reflect on how you have been or plan to be* ***adaptable, innovative, and inclusive*** *in teaching.*

*In each section of the form under Teaching:*

* *for jobs/contracts that exclude research, use 5-10 bullet points*
* *for jobs/contracts that include research, use up to 5 bullet points*

### Last 12 months

*What were your priority objectives in the past 12 months? To what extent and how did you meet them? What challenges did you encounter?*



### Career to date

*What have been the major achievements and challenges in your career to date?*



### Priority Objectives (12 months and beyond)

***If you are an external candidate for a job, please consider what the advertised role entails and how you would envisage undertaking it.***

*What priority objectives do you propose for the next 12 months? What objectives do you aim to meet beyond 12-months? How do you plan to meet these objectives?*



# Research (Teaching & Research Contracts Only)

*Use bullet points in each section of the form under Research.*

*In each section, reflect on how you have been or plan to be* ***adaptable, innovative, and inclusive*** *in your exercise of the role.*

### Last 12 months

*Use up to 5 bullet points, unless you have been on sabbatical leave. If you have been on sabbatical leave use up to 10 bullet points.*

*What were your priority objectives in the past 12 months? To what extent and how did you meet them? What challenges did you encounter?*



### Career to date

*Use up to 5 bullet points.*

*What have been the major achievements and challenges in your career to date?*



### Priority Objectives (12 months and beyond)

***Do you wish your objectives to be considered for sabbatical leave (eligible faculty who are already employed only)?* Y/N**

***If you are an external candidate for a job, please consider what the advertised role entails and how you envisage undertaking it.***

*Use up to 5 bullet points, unless you wish your objectives to be considered for sabbatical leave. If you wish your objectives to be considered for sabbatical leave, use 5-10 bullet points.*

*What priority objectives do you propose for the next 12 months? What objectives do you aim to meet beyond 12-months? How do you plan to meet these objectives?*



# Service (Teaching & Scholarship, and Teaching & Research Contracts Only)

*Use bullet points for each section under Service. Responses will necessarily vary according to career stage. For example, early career applicants may wish to focus on achievements involving such matters as the organisation of events.*

*In each section, reflect on how you have been or plan to be* ***adaptable, innovative, and inclusive*** *in your exercise of the role.*

### Last 12 months

*Use up to 5 bullet points, unless you have had an agreed increase in Service duties (e.g. because you undertook a management role). If you had an agreed increase in Service duties, use 5-10 bullet points.*

*What were your priority objectives in the past 12 months? To what extent and how did you meet them? What challenges did you encounter?*



### Career to date

*Use up to 5 bullet points.*

*What have been the major achievements and challenges in your career to date?*



### Priority Objectives (12 months and beyond)

***If you are an external candidate for a job, please consider what the advertised role entails and how you envisage undertaking it.***

*Use up to 5 bullet points in each section under Service, unless you have had an agreed increase in Service duties (e.g. because you undertook a management role). If you had an agreed increase in Service duties, use 5-10 bullet points.*

*What priority objectives do you propose for the next 12 months? What objectives do you aim to meet beyond 12-months? How do you plan to meet these objectives?*



**G: Candidate statement on any relevant equality & diversity matters** (such as maternity/paternity) that they request be taken into account, explaining how they believe these matters to have affected their work. [Consideration can be given to the effect on quality of work only. Candidates are also advised that the College can only consider evidence of quality where sufficient work has been undertaken to demonstrate that quality.]



# H: Candidate statement [no more than 1000 words in total, on the topics below. Please do not extensively duplicate material from Section F Academic Career Form.]

***Teaching*:** Candidates are advised to provide a statement of their teaching philosophy. In so doing, candidates may make reference, as appropriate, to: involvement in development of teaching materials and/or curriculum, supervision of students, and advising; the context of any quantitative student evaluation; other contributions to teaching, such as development of pedagogical tools or interactive pedagogical methods. Where applicable, candidates are advised to discuss their contribution to experiential learning as understood in the Northeastern University network.

***Research:***Candidates are advised to provide an account of the main intellectual/creative concerns of their research. In so doing, candidates may make reference to: the questions, practices, or themes that they have identified, the funded projects they have undertaken to support the work (if applicable), the directions it has taken, and how it has been made public; research/scholarship/creative activity they have undertaken with students and/or with the external community. Finally, candidates are advised to outline briefly the main intellectual/creative concerns they expect to address in the “future”

***Service*:** Candidates are advised to focus on a statement of their approach and attitude to service, providing evidence in so doing, as appropriate to their career stage. (Early career candidates may reasonably focus on such matters as organising events.)



# I: Supporting material

[candidates should note that this material may only be considered for candidates who pass a prima facie phase of selection]

***Teaching*:** the candidate should provide - in no more than 2 A4 sides, 12 font - , a sample of class materials and/or an outline curriculum they have designed.

***Research:*** the candidate should indicate on their CV with an asterisk one representative piece or extract of research/impact work, of the equivalent to article length, published/in the public domain, from the past 5 years. (External, early career applicants may provide work in press or a sample of their doctoral dissertation.) For internal applications for promotion, the work must have appeared since appointment to the candidate's existing academic title. Where the material is not easily available electronically, the candidate should submit the work within the dossier under Section I. NB: The College reserves the right to consider published work other than that included in this section of the dossier.



Please state your teaching availability in the box below:

