Beginning Checklist for Dossier Narratives (Based on 2015-16 Guidelines)

There are a variety of required narratives for your dossier. Each narrative has a distinct function. To write effective narratives, you should familiarize yourself with the recommended length, areas to be addressed and, when relevant, you should continue your parallel construction. The narrative descriptions and checklists below can be used as a tool to draft your narrative sections. Please work with your supervisor and P&T mentors to receive additional support in preparing a strong dossier.

Biographical/Intro Narrative (Approximately 750 words) — The biographical/intro narrative is the foundation of your dossier. It explains who you are as a professional, the context of your position, your job description, your education and certifications, your current and past relevant positions, and introduces your specialization and themes.

- Context- Set the context for the committee (e.g., description of the county in which you work, any special circumstances they should know about, such as change in county or program area, CED responsibility, etc.).
- Degrees- List any degrees.
- Specialization- Identify your area(s) of specialization.
- Themes and percentages- Introduce your themes (generally 3) and attach a percentage to each.
- Job description(s)- Provide your job description. Much of this can come straight from your description. Make sure your job description is up to date!
- Current Appointments- Indicate your current appointment.
- Other Positions- Describe other RELEVANT positions.
- Certifications- Identify any certifications or licensures you may have.

Teaching Narrative (Approximately 750 words)—The teaching narrative should provide an overview of your approach to your personal goals in teaching, major teaching accomplishments, and plans for future teaching.

Approach to goals in teaching
What is it you want to accomplish with your audience? What are your teaching goals? What is your personal approach teaching? What would be a brief but descriptive summary of your teaching pedagogy? What are the typical methodologies/strategies/approaches to teaching your students/clientele?

Major accomplishments
What are your major teaching accomplishments? Have you won awards for teaching? Did you get asked to teach a formal course? Did you develop a new course or curriculum? If so, has this teaching resource been utilized by others or demonstrated impact?

Plans for future in teaching
What are your plans for teaching in the future? Try to address this in the context of your specialization or themes. There should be evidence of parallel construction here.

- Approach to goals in teaching
- Major accomplishments
- Plans for future in teaching
Research Narrative (Approximately 750 words)— The research narrative should focus on your research and evaluation efforts, or your scholarly and creative work.

Focus of candidate’s research, scholarly or creative work
What is the focus of your research and evaluation efforts? Try to address this in the context of your specialization or themes. Again, there should be evidence of parallel construction here.

Major accomplishments
What are your major research accomplishments? Have you won awards for research? Have you won significant grants or other funding? Has your research led to publications or national presentations? What is some of the impact of your research, scholarly or creative work?

Plans for future research (including works in progress)
What are your plans for research in the future? Try to address this in the context of your specialization or themes. There should be evidence of parallel construction here. You can include any research, scholarly or creative works in progress here.

Quality Indicators Narrative— This narrative is your chance to “brag” about the quality of your work. Typical quality indicators include things like number of times you have been cited by others, the quality of your publication outlets, acceptance rates for publication, ranking or impact factors for articles. However, many other indicators of quality are appropriate for this narrative (e.g., number of counties or states using your curriculum, your research results being utilized in community action teams, etc.). The options are limitless but the indicator must be evidence of the quality of your work, not just to take up space in your dossier. Share those examples that will be impressive and help identify your work as exemplary.

Evaluation of Teaching Narrative (Approximately 750 words) — This narrative focuses on how you have evaluated your teaching and utilized this evaluation data to improve your teaching. This section is NOT about reiterating your EEET averages. The committee already receives that data separately. Rather, this narrative should describe the various mechanisms or strategies you have used to gather evaluative data on your teaching (e.g., pre and post-test evaluations, qualitative data, peer observations, formal student evaluations, etc.). You then discuss how you reflected on the feedback from these sources and what improvements you made in your teaching as a result of this reflection. It is generally a good idea to share a specific example.

Service Narrative (Approximately 750 words)— This narrative focuses on any additional information regarding your service activities. Highlight key services to local community, college, university, or profession here. DO NOT simply reiterate what is in your service section of the dossier. This narrative should provide the committee with an understanding of your key service accomplishments or activities.