

School of Education The Exhibit Box: Rationale and Guidelines

Rationale

A candidate's materials are considered the evidence of the claims made in the dossier. As such it is essential that the Promotion and Tenure Committees and reviewing administrators have copies of the documentation that affirms the existence and quality of a candidate's achievements. Moreover, it is critical that the materials in the Exhibit Box can be readily accessed during the review cycle. The materials in the box must be coded to match the items listed in the Provost's Guidelines for the Dossier (<http://www.provost.vt.edu/tenure.php>).

Candidates for reappointment and tenure and/or promotion will be provided with a file container containing the inserts and folders coded to the dossier outline by the School of Education office. The following guidelines were developed to assist the candidates in organizing and filing exhibits in the box. In addition, candidates are highly encouraged to seek the advice of the department unit chairs and senior faculty about the contents of the box.

Suggested General Guidelines for Preparing the Exhibit Box

Each semester, faculty seeking reappointment, tenure and/or promotion will catalog all exhibits associated with their productivity. Each catalogued item will be marked with a code to correspond to the tabbed folder in which it is stored. Codes on both folders and exhibits will correspond precisely with the numbered items in the Provost's Guidelines for the Dossier. The Exhibit Box will be submitted each time the faculty is considered for review, reappointment, promotion, and tenure.

Materials will be catalogued as they are produced. For example, at the time a piece is drafted, a copy of it should be placed/filed in the appropriate category. As the draft moves from the under-development stage to the under-review stage, to the in-press stage, to the published stage, the faculty member should recode and refile the document to keep the collection current. Notably, each faculty member should include with the document important ancillary materials pertinent to that document, such as reviews and letters confirming the status of the document, especially including letters of a manuscript's acceptance for publication.

It is important to note that when presentations are included in the dossier, evidence of presentation format should be documented carefully and completely. Whether the presentation takes the form of a paper, Powerpoint, abstract, outline, or some other alternative, that material should be included in the box and its format noted explicitly in the dossier. This is important because presentations are frequently the subject of considerable attention of department, school, and college review panels and because confusion about them may cause such panels to raise questions about the credibility of a candidate's dossier.

At each point when the Exhibit Box is to be submitted for review, it is recommended that the faculty member seek the advice of mentors, promotion and tenure committees, the School of Education director, and departmental unit chairs. All faculty will have access to exemplary Exhibit Boxes and opportunity to review them carefully in preparing their materials.

Specific Guidelines for Organizing the Exhibit Box

1. *Preparing Files for Exhibits:* Exhibits will be placed individually in a hanging file behind the appropriate category separator as they are listed on the dossier. Not more than one item may be placed in a hanging file folder unless individual exhibits are placed in labeled manila folders. If more than one hanging file is required to contain an exhibit, the label on the files should indicate they are "File 1 of 2" and "File 2 of 2".
2. *Labeling Hanging Files:* Each item that is placed in a category **will** be placed in the **same order** as in the dossier. The label on each hanging file must indicate *in the following order:* the category on the dossier where the item is listed, the order the item is within the category, and the item – title- in that file. Ex: V.B.1. Item 3. *Mastering the possibilities.*
3. *Preparing the Exhibits* – Each exhibit in each hanging folder will be labeled in the upper right corner with the category the item belongs in and the order the item is in on the dossier. Ex: V.B.1. Books or Monographs. Item 3. The Item number should correspond exactly to the order in the dossier – thus, the example item would be the third exhibit in Section V.B.1.
4. *Empty Categories* – Because, it is likely that many categories will have no exhibits just as many categories on the dossier have no entries, the candidate should remove those hanging files from the box upon submission. Candidates should retain these removed hanging files should they be needed at a later time.
5. *Checking the Materials Presentation Container* – To ensure that the Exhibit Box is correctly organized, the following procedure is recommended: look at the dossier, pick an item, and then look in the container to the category and item in the same order as the dossier. The exhibit should be the same as on the dossier with exactly the same reference information.