

TRICKS AND TIPS ON ORGANIZING YOUR DOCUMENT

1. **FORM** Maintain updated information on General Information Forms
2. **TABLE OF CONTENTS** Make a general outline of what you plan to include helping organize your document.
3. **STUDENT EVALUATIONS** Type out narrative and summarize as soon as you get evaluations back to be sure summary is returned to you on a timely basis. Administer evaluations every semester. Faculty going for promotions should also continue giving student evaluations.
4. **PEER EVALUATIONS** Address suggestions and recommendations from previous DPC Administration evaluations. Faculty going for promotion should also continue getting peer evaluations.
5. **APPENDIX** Create folders for different areas so you can file letters, documentation, flyers, and reports into the designated categories. Remember to keep the master and make copies of you dossier.
6. **PAGINATION** Your document should be paginated correctly. The computer can be programmed to type out page numbers for your narrative section. Use labels to type out page numbers for your appendices. These labels can be done ahead of time.
7. **HEADERS** Program your computer to type on every page:
Name_____
- Hawaii Community College
8. **SUPPLIES** Purchase binders, plastic folders, index dividers, labels ... so you have everything on hand to start organizing you document.

"Start backwards and work on your appendix first to help you organize your document."

"Always have available thing that inspire you - - books, letters, quotes . . . that you can use in you document."

"Make a copy of everything and file it where you can find it."

Don't procrastinate!

APPENDICES

Examples of Categories

A. Primary Duties

1. Innovative lessons, projects, syllabi, or curriculum created.
2. Evidence of help given by the professor to students in securing employment.
3. Conducted research contributing directly to one's own teaching, course or discipline.
4. Participated in course or curriculum development.
5. Prepared a textbook or other instructional material.

B. Professional/Self Development Activities

1. Documentation of credit courses taken.
2. Workshops, conferences, seminars, institutes attended.
3. Involvement in an association or society concerned with the improvement of teaching and learning.
4. Used general support services such as Staff Development Coordinator of the Staff Development Library to search out materials for improving one's teaching.
5. Presented paper at a conference or contributed to the teaching/research or publication of literature in your field.
6. Invited to present a paper at a conference or contributed to teach/research or publish literature in your field.
7. Edited or contributed to a professional journal on one's subject.

C. College/Community Service Activities (Discipline/Division/College/System-wide)

1. Appreciation letters as a member of various faculty committees.
2. Documentation of contribution or participation on system-wide committees.
3. Statements from community organization recognizing your contribution or service.

D. Leadership

1. Served as chair for committees.
2. Served as discipline chair.
3. Chaired conferences.
4. Evidence of help given to colleagues on teaching improvement. (mentor program)

E. Student Evaluations

1. Summarize ratings and comments.

F. Peer/Administrative Evaluations

1. Peer
2. DPC
3. Administrative evaluations