

Documenting your involvement with CATL for your P&T dossier

Because of our commitment to confidentiality, CATL faculty and staff do not disclose to anyone the nature of your individual interactions with the Center (or even the fact that you have met with us) unless you ask us to do so. However, you are free to share information about these interactions in any way you deem appropriate.

Often (especially when preparing dossiers for tenure and promotion), faculty want to document their participation in the Center's services and programs. To maintain confidentiality and our focus on formative (not evaluative) professional development, CATL faculty cannot write letters of reference for an Elon promotion and tenure portfolio on the basis of your work with CATL in a consultation or program.

If you want to include in your dossier the written documentation given to you after a classroom observation, Mid-semester Focus Group Instructional Feedback Session, or interactions with Center staff, that's entirely up to you. On their own, these materials may not provide much information. We recommend that you frame such documents with a reflection of some sort, to help readers understand the larger context in which the work was done, as well as both the ways you interpreted the information about student learning and any specific changes you made to your teaching and/or course materials as a result of this experience.

Please note: since we do not keep notes on individual instructor consultations, we are unable to produce a complete list of all the ways you have interacted with the Center. You can find a list of past workshops on the [Workshops & Events webpage](#) to locate names and years. We consider attendance at workshops and other events to be public and, therefore, we do keep registration records of who attended these events for limited periods of time. Often, we can confirm your attendance at a workshop or event, if you have questions about any on your list.