

CAP'S TOP TEN LIST OF TIPS FOR FACULTY PREPARING PERSONNEL FILES

1. Personal Statement: Personal statements help reviewers understand your accomplishments within the review period and your plans for the future. Statements should be short and to the point. The length of a personal statement does not necessarily correlate to the level of productivity and impact of the candidate's work. Areas for discussion include Research, Teaching, Service, and Diversity (if this is a feature of your file); provide a summary paragraph describing your accomplishments in each of these areas. Use layperson's language to ensure that your explanations are understandable not only to your departmental colleagues, but to your Dean, CAP members across disciplines, and the EVC or Chancellor. Further information about what should be included in each section appears below. CAP has found that many of the best statements are six pages or less.

2. Research: Place your research or creative contributions in context (e.g. scope, selectivity, and impact of publication or performance venue, citation information if available) to help reviewers accurately assess your contributions and impact on your field. If you received an award, do not assume that reviewers will recognize the name and nature of the award and the prestige attached to it in your field (short of the Nobel Prize!).

3. New vs. Resubmitted Work: You should refer to the campus guidelines for formatting your cumulative biobibliography:

<http://apo.ucsc.edu/advancement/academic-advancement/Biobib-Guidelines.html>.

As stated in these guidelines, "All publications submitted by a faculty to the department for consideration in a personnel review must be annotated on the biobibliography by the faculty using the [Publication Status], [Peer Review Status] and [Reference # for Personnel Review] fields in Biobibnet, or marked by hand in any biobibliography created outside of Biobibnet according to department practices." A candidate must also indicate whether the item was previously submitted for campus personnel review, and if it was, explain when and in what form. Following the guidelines, faculty should utilize only the "Revised" or "New" (but not both) subfields within the [Annotation for Personnel Review] field; candidates should not use the "Reviewed" subfield. You should also ensure that titles of works are consistent. Be explicit and accurate in your accounting of the status of each item included in this review (submitted, in press, etc.), as well as indicating any items that have undergone changes of status since the previous review. Work submitted for one review generally should not be submitted for subsequent reviews (no work should be "double-counted" by being reviewed in more than one period except for promotion or other major reviews). If you re-submit a work, you should include information in your personal statement that addresses why reviewers should consider it again.

4. Co-authorship Statement: Co-authorship statements, submitted as a separate document on the dossier page, are important to help reviewers assess your own contributions to items submitted for review. Indicate your contribution by percentage or by qualitative assessment (e.g. "I designed the instrumentation..."). In the case of multiple co-authored articles, it is helpful for CAP to know the protocol of first author, corresponding author, etc. in your field.

5. External Funding: If you received external funding during the review, list amounts and award dates in your biobibliography, and whether you acted as a PI or co-PI for the application. If you are listed as co-PI, specify your contribution in your personal statement.

6. Teaching: Summarize course offerings, new preparations, innovative teaching practices, training grants, co-teaching, and mentoring of undergraduates and/or graduate students, in the context of expectations and needs in your department. Be sure to address persistent criticisms that appear in student evaluations. For mentoring activity, be clear about which students completed their degrees during the review period, specify their degree/title, and explain your supervisory role in mentoring. If known, describe the career trajectories of those you mentored.

7. Service: Describe your major service contributions to the department, campus, and profession, as well as any public service you performed, indicating which were particularly time-consuming, challenging, or significant. Do not simply list your service contributions.

8. Diversity: Contributions to diversity are considered in personnel reviews according to APM 210. There are many ways of contributing to diversity, including the mentoring of students who are under-represented in your discipline. Be explicit about your contributions where appropriate.

For information about evaluating contributions to diversity, see the CAAD link:

<http://senate.ucsc.edu/committees/caad-committee-on-affirmative-action-and-diversity/Evaluating%20Contributions%20to%20Diversity%20APM%20210.pdf>

For language from the Academic Personnel Manual (APM) about contributions to diversity, see:

http://senate.ucsc.edu/committees/caad-committee-on-affirmative-action-and-diversity/Recognizing%20Diversity%20in%20the%20Academic%20Personnel%20Review%20Process%20APM_05.pdf

For a listing of ways to engage in diversity on campus see:

http://diversity.ucsc.edu/resources/images/engaging_in_diversity.pdf

9. Major Action Reviews (Mid-career appraisal, promotion to Associate or Full Professor, advancement to Step VI, or Above Scale): The review period for major actions includes the entire period since the last major action. For example, for promotion to Professor, the review period is since advancement to Associate Professor, including the year of that review. The actual materials you submit include all research since the last major action and teaching evaluations and service contributions since the last merit review. If you are uncertain about what to submit for a major action review, consult with your Department Chair or Manager, or your Divisional Academic Personnel Coordinator.

10. Post-departmental Letters: Letters added to the file after it leaves the department contain useful feedback and information for faculty and are available on Divdata. These documents may include a dean recommendation, the CAP recommendation, and the ad hoc report, if applicable.

To request access to letters from before fall 2014, complete the form located on the APO website:

<http://apo.ucsc.edu/docs/access-request-form.html>

Other useful sites:

The Academic Personnel Office Website: <http://apo.ucsc.edu/>

The CAP link on the Academic Senate Website:
<http://senate.ucsc.edu/committees/cap-committee-on-academic-personnel/index.html>