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# Preparing for your First Review: a.k.a. Demystifying the Personnel Process

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## ***Before we go there: some pro tips***

- Your colleagues hired you with the intention of **tenuring you/ensuring SOE**; this process is overwhelmingly faculty-centered and success-oriented
- Review is **developmental**, especially pre- tenure/SOE
- Review is **not comparative**
- Review process is **lengthy** and/but **transparent**
- **KEEP RECORDS AND UPDATE YOUR BIOBIB** (sorry am I yelling?)



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## ***Before we go there: some pro tips***

- **Your personal statement is your BFF**
- Make sure your **biobib** and your **personal statement** align
- Start **early** with your personal statement
- Make sure at least **two people** read your statement for vibes and consistency
- This process can be confusing. Rely on your **department manager, divisional HR person, mentors, and chair**



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## ***Main Elements of a review file (Merit)***

- **Biobib**
- **Divdata Review portal**
- **Personal Statement—since initial date of your last review**
- **Publications (Annotated—new, revised, in press, etc)**
- **SETs (automatically included in Divdata Review portal)**
- **Teaching materials—syllabi, assignments, mentoring materials**



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## ***Elements of the Personal Statement***

- **Introduction**, including rank/step at hire/last review and summary of activities
- **Research**, including “layperson’s” statement of your research concentration and accomplishments since application/last review
- **Teaching and Mentoring**, including at least two measures of teaching activity, focusing on innovations and development
- **Service**
- How to handle **DEI contributions**



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## ***What other measures should or could I use to represent my teaching?***

- Personal Statement
- Mentoring Activities
- Annotated Syllabi
  - Peer Observation and/or Peer Review
  - Contributions to Educational Equity
  - Professional Development
  - Contributions to Supporting the Culture of Teaching on Campus