

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

**Jody Greene**, Associate Campus Provost for Academic Success,  
Professor of Literature

**Suzanne Alonzo**, Associate Vice Provost for Academic Affairs,  
Professor of Ecology & Evolutionary Biology

**Herbie Lee**, Vice Provost for Academic Affairs,  
Professor of Statistics

## ***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?)

## ***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**

# *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

# *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**

# OPEN HOUR on the First Review

**Come and ask all the questions you don't want to ask today!**

**Thursday, May 30th**

**1-2:30 pm**

on [Zoom](#)

**OR just ask for a meetup at [acpas@ucsc.edu](mailto:acpas@ucsc.edu)**

**I (Jody) read personal statement drafts for anyone, with 2-3 weeks notice. Ask me about my Summer availability**