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

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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**
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