CAP Top Ten Tips for Faculty Preparing Personnel Files

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Personal statements – *Beyond listing*

• **Research**
  • Explain the guiding questions and impact of your research
  • Help those outside your field to understand what’s most important

• **Teaching and Mentoring**
  • Explain your goals and practices as a teacher and mentor
  • Attach illustrative examples – syllabi, assignments
  • Contextualize students’ comments
  • Reflect on what has worked, how you’ve made changes

• **Service**
  • Describe your role, time commitment, impact
  • Be sure your biobib is up to date
  • Try to make hidden service more visible

• **DEI contributions**
  • Highlight either within research, teaching, and service OR in its own section
New Guidelines: Community-Engaged, Public-Facing Scholarship

The campus values and recognizes contributions to community-engaged work in research, teaching, and service. The campus has recently published guidelines for the assessment of community-engaged scholarship across the three areas in personnel review. We want to acknowledge the full scope of community-engaged activity, and this guidance provides more structure for the evaluation of this type of scholarly work.
See Committee on Academic Personnel (CAP) webpage for comprehensive list of relevant materials:
https://senate.ucsc.edu/committees/cap-committee-on-academic-personnel/index.html

Top 10 Tips for Faculty

2021-22 CAP Annual Report, Section IIA on Service Expectations (pp. 6-8)
https://senate.ucsc.edu/committees/cap-committee-on-academic-personnel/cap-annual-reports-folder/cap-annualreport-2021-22_scp20311.pdf
Teaching Professors (aka LSOE) Criteria for Review – Compared to Ladder-rank Faculty

As of 2019-20, Teaching Professors are evaluated in a process that parallels that of ladder faculty
https://apo.ucsc.edu/news-events/campus_memos/10-08-20-evc-cap-lsoe-eval-guidance.html

• Ladder faculty:
  • Research and Creative Activity
  • Teaching and Mentoring
  • Service (university, professional, public)
  • also Diversity, Equity, and Inclusion

• Teaching Professors:
  • Teaching excellence
  • Professional and/or scholarly achievement
  • Service (university, professional, public)
  • also Diversity, Equity, and Inclusion