

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