IUPUC Promotion and Tenure Guidance
The Candidate’s Statement
The Candidate’s Statement

• Describes your academic journey, accomplishments, future goals and plans
• It will be reviewed carefully as your dossier moves through the evaluation process
• It should clearly make your case for excellence
The Candidate’s Statement

• Limit of 5 pages
  – With additional 2 page narrative introduction in the section on your area of excellence

• Limit of 7 pages
  – with no narrative introduction in the section on your area of excellence

• Reflects your assessment of your accomplishments and prospects for continued development

• Be articulate, but concise

• Provide summary data using tables and refer to your CV and appendices for supporting evidence
The Candidate’s Statement

• **Focus** on your area of **excellence** and on other areas of responsibility
  
  • **Tenure-track faculty** – teaching, research and creative activity, service
  
  • **Librarians** – performance, professional development, service
  
  • **Clinical faculty and lecturers** – teaching and service

• **Satisfactory** or better performance is required in all areas; know the criteria
The Candidate’s Statement

- Should be a thoughtful, reflective document that addresses the criteria for promotion and/or tenure
- Present interrelated aspects of an integrated career
  - How you developed a focused area of endeavor, expertise and inquiry
  - Goals and aspirations
  - Assess accomplishments in each area
  - Integration of work across areas
  - Challenges and how you overcame them
  - How you achieved a national reputation
The Candidate’s Statement

• If work is interdisciplinary or collaborative
  • Explain your role in the work and how your contribution was critical to the success of the work
  • Provide clear and sufficient information about your role in collaborative projects, publications, presentations, grants
The Candidate’s Statement

• Assess the **impact**, significance, value of your work to your discipline or profession and to your unit, campus, and society

• Address **all areas** of your work; for example, tenure track faculty should...
  • Discuss **research** accomplishments and **plans** for future research
  • **Teaching** accomplishments and **plans** to enhance teaching effectiveness
  • **Service** accomplishments and **plans** for continued professional and university service
Teaching excellence in brief

- **Extraordinary** success in teaching, advising, mentoring, and learning outcomes
- Documented by peer and student evaluation over time with evidence of **impact on student learning**
- Sophisticated, reflective, innovative, and evolving **teaching philosophy** that informs approach to teaching
- A record of nationally or internationally disseminated, **peer-reviewed**, high quality scholarship
Research excellence in brief

• Evidence of **independent, focused** research program

• Evidence of **dissemination** of high quality **scholarly work** in **peer-reviewed** presentations and publications in reputable journals

• Evidence of **impact** and significant **contributions** to knowledge in your field

• Evidence of [efforts to obtain] external **funding** from competitive, valued sources

• Evidence of **national recognition** of expertise and quality of the research
Service excellence in brief

• Evidence of significant **impact** and **outcomes** of service

• Evidence of **dissemination** of high quality **scholarly work related** to service in **peer-reviewed** presentations and publications in reputable journals

• Awards and **recognition** that reflect the **significance** and **academic nature** of the service

• National **recognition** of the **quality** of service work and **leadership** in service
The Candidate’s Statement

• Before you begin
  • Know the criteria for excellence and satisfactory
  • Review model dossiers for guidance, ideas, format
  • Ask division head, senior faculty, peers for help
  • Attend workshops
  • Create a CV in P&T format and update regularly
  • Save and organize materials, such as annual reports, evidence of reputation
  • Summarize student and peer evaluations
The Candidate’s Statement should

• Address topics outlined in **Guidelines** for P&T

• Be **brief** and **well-organized** with headings and subheadings

• Use **language understood** outside your discipline

• **Assess accomplishments** in teaching, research and creative activity, and service

• Clearly **identify** present and future **focus**
The Candidate’s Statement should

- **Focus** on your **area of excellence**
  - Clearly state what you have done to **meet** the **criteria** for promotion and/or tenure
  - **Describe** your **journey** and **achievements** along the way
- **Address** the **impact** of your work and its significance to the discipline, profession, unit, campus, University, and society
  - Focus on **products** and outcomes of your work
The Candidate’s Statement should

• Discuss the **interrelated aspects** of your career; how the elements of your work produce a greater whole

• Discuss how you have **developed** your **national reputation**; describe what you are known for, your area of expertise

• **Make your case** for P&T based on the **criteria** and with **evidence** to support your claim of excellent and satisfactory performance
The Candidate’s Statement: Strategies

• Write a **draft**; revise later
• Give yourself plenty of **time**
• Ask colleagues to **review** and comment; then revise and repeat
• Identify a **theme** or framework for your argument
  • Is there a central **focus** or **theme** that integrates your work?
• What is your **unique contribution** or expertise?
• What is your **passion**?
The Candidate’s Statement: Strategies

- **Think**, develop a vision, brainstorm
- Write **ideas** as they come to mind; make bullet lists
- **Outline** the **criteria** for excellence and discuss how you meet the criteria
- Be definitive and **straightforward**; let the reviewers know what you are about
- Describe **goals**; be positive; present your best self; don’t be afraid to use “I”
- End with a **summary** and **reaffirmation**
The Candidate’s Statement: Pitfalls

• Failing to tell your story effectively
  • Lack of organization
  • Inadequate assessment of achievements
  • Poor integration of areas of evaluation
  • Technical terminology not easily understood
  • Poor correlation with CV
  • Lack of reflection and aspirations for the future
The Candidate’s Statement: Pitfalls

• Lack of evidence
  • Assertions of excellence not supported by adequate evidence
  • Failure to document satisfactory achievement in other areas
  • Lack of evidence to support a national reputation
The Candidate’s Statement

• Focus on success
  • More than 95% of candidates are successful
  • Be proactive
Any questions?