Dossier Evaluation

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Chair, Committee on Academic Personnel
-Oversight Committee (CAP)

2015-2016
CAP Responsibilities

• Academic Senate oversight of personnel process
  – Advises on procedure
  – Makes recommendations on appointment, appraisal, merit & promotion actions
    • Delegates many reviews to Faculty Personnel Committees (FPCs)
    • Conducts full dossier reviews of ~500 per year
Who is CAP?

• 9 member committee
  – 3 members from College of Letters and Science
    • Division of Social Sciences
    • Division of Math & Physical Sciences
    • Humanities, Arts, & Culture
  – 1 member from College of Biological Sciences
  – 1 member from College of Agricultural and Environmental Sciences
  – 1 member from College of Engineering
  – 3 members from Professional Schools
    • School of Medicine
    • School of Veterinary Medicine
    • Schools of Law, Graduate Management, Education, Nursing

• Appointed to 3-year terms by the Committee on Committees
  – 3 new members each year
  – Usually Full 6.0 or above and has experience on a Faculty Personnel Committee and/or as Department Chair
CAP Meetings

• Functions like a grant review panel
  – Dossier is evaluated according to criteria in APM 210 and 220
    • Primary presenter
      – Evaluation of case in light of field-specific factors
  – Also evaluated for an equity adjustment or advancement under step-plus criteria
    • Has resulted in greater scrutiny of teaching and service records
Dossier Preparation

- **MyInfoVault Categories**
  - Candidate oversees preparation of
    - Candidate Statement
    - Publication List
      - Articles, book chapters, book reviews, books, etc.
    - Creative Activities
    - Contributions to Jointly Authored Works
    - Grants & Contracts
    - Honors & Awards
    - Teaching, Advising and Curricular Development
    - Teaching Evaluations
    - List of Service
    - Contributions to Diversity
    - Supplementary Information
    - Rebuttal Letter (if any)
  - Department oversees preparation of
    - Extramural Letters
    - Department Letter
Candidate’s Statement

• Excellent statements are extraordinarily helpful and can lead to Step-Plus advancements
  – But, excellent statements are somewhat rare
  – Too often, statements reiterate information elsewhere in the dossier, focus on numbers of activities rather than significance, and are narrow in focus

• Write the statement as you would a grant proposal
  – Address your audience
  – Address the evaluation criteria
  – Focus on significance and innovation
  – Objective with respect to strengths and weaknesses
Address Your Audience

• Your audience consists of committee members from diverse backgrounds
  – Most members will lack specific knowledge about
    • Research topics in your area, teaching expectations (e.g., class sizes, teaching load, TA support), the nature of professional service
    – An activity or achievement that is remarkable in your field may be routine in other departments and vice versa
• Your audience has read every word in your dossier
  – Do not merely list information that is available elsewhere in your dossier
  – Discuss significance of your activities
Research and Creative Work

• APM Criteria
  – “Publications in research and other creative accomplishment should be evaluated, not merely enumerated.”
    • “…evidence that the candidate is continuously and effectively engaged in creative activity of high quality and significance.”

• Statement
  – Write the research description as you would the aims and introduction of a research grant; focus on the “big picture”
    • Research questions and significance of those questions
      – Do not assume that the importance of your research question is obvious
    • Progress in addressing your research goals
      – Findings should be integrated as a narrative, not listed as a series of accomplishments
      – How have your goals evolved over the review period?
      – Include information about methods sparingly
    • If your work is collaborative, be clear about your individual contribution
      – Evidence of leadership role
Teaching

• APM
  – “...clear documentation of ability and diligence in the teaching role”
    • “ability to organize material and to present it with force and logic”
    • “capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge”

• Statement
  – What are department expectations of load and student evaluations?
    • Are you meeting/exceeding those expectations? What are you doing to improve your teaching?
  – Undergraduate
    • What are your pedagogical goals?
      – How are your courses structured to meet those goals?
      – What information are you using to assess your effectiveness?
      – What changes have you made in your courses over the review period?
  – Graduate and Post-doctoral Mentoring
    • What are your mentoring goals and how effective have you been?
      – Document mentoring success
University and Public Service

• APM
  – “The faculty plays an important role in the administration of the University and in the formulation of its policies.”
    • “.... participate effectively and imaginatively in faculty government and the formulation of departmental, college, and University policies.”
  – “Services by members of the faculty to the community, State, and nation...
    • “...activities related to improvement of elementary and secondary education...”
    • “...contributions to student welfare;” “...contributions furthering diversity and equal opportunity.”

• Statement
  – University
    • Department, College, and University Committees
      – Describe the work that the committee did and your role in those activities
    • Contributions to Diversity
  – Community, State, & Nation
    • Professional and Community service
      – Describe responsibilities and workload
      – Describe dissemination of research beyond the academic community
    • Contributions to Diversity
Tips for Success

• Consult with senior colleagues, including faculty with experience on a Faculty Personnel Committee or CAP
• Read the evaluation criteria!
• Use the resources that are available to you on the Academic Affairs website
• Ensure that information in your dossier is current, accurate, and in the appropriate categories
Questions?