

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?

