

Tenure and Promotion Handbook

Faculty Manual §4.VII.E.4:

Candidate's Professional Statement

[The dossier shall contain] a professional statement prepared by the candidate. The professional statement shall convey the candidate's analysis and appraisal of his or her professional development, distinctive accomplishments, and priorities for the future in relation to the Standards for Faculty Evaluation (Section 4.VI.A). The principal purpose of the candidate's statement is to provide an interpretive framework for the evaluation of the scope and significance of the candidate's work and his or her maturation as an instructor, scholar or artist, and colleague. The statement should illustrate the candidate's capacity for self-reflective practice, ongoing growth and development, and promise of sustained contributions. In the case of a candidate for tenure, the statement should also reference the written evaluation(s) provided to the candidate at the conclusion of the candidate's most recent comprehensive review. The statement shall be no longer than 3000 words. [by October 15].

1. Individuals who have access to this item:

- The initiator
- Tenured members of the candidate's department
- The candidate's Associate Dean
- The Dean of the College
- Members of the Tenure and Promotion Committee
- The President
- Members of the Board of Regents

Participants in preparing this item:

- *Candidate* – has primary responsibility for writing the statement
- *Initiator* – may review drafts and provide feedback and suggestions
- *Associate Dean* – may review drafts and provide feedback and suggestions
- *Other colleagues* – may review drafts and provide feedback at request of candidate; these colleagues may be members of the candidate's department or members of other departments

2. Guidelines and suggestions:

- Prior to drafting the statement, the candidate should review:
 - The *Faculty Manual* "Standards for Faculty Evaluation," particularly Section 4.VI.B;
 - The department's Statement on Significant Scholarly/Artistic Work or, in the case of a joint appointment, the Joint Statement of Expectations for Teaching, Scholarly or Artistic Work, and Service;
 - The department's most recent self-study.
 - The written evaluations provided to the candidate at the conclusion of the candidate's most recent comprehensive reappointment review.

- The *Faculty Manual* description of the candidate's statement emphasizes two purposes: to provide an "interpretive framework" for the candidate's work (particularly helpful for the many readers of the candidate's dossier who will not be experts in the candidate's field), and to "demonstrate the candidate's capacity for self-aware reflective practice, ongoing growth and improvement, and promise of sustained contributions." The professional statement is *not* intended to show that the candidate has no professional weaknesses; the presumption in this section of the *Manual* is that even the most accomplished and seasoned faculty member is better at some things than others. Rather, the professional statement should show that the candidate is aware of both strengths and weaknesses, and has taken specific steps both to sustain and enhance the strengths, and to identify and remedy the weaknesses.
- It is helpful to readers of the professional statement if it is organized specifically around the categories and criteria for faculty evaluation (*Faculty Manual* Section 4.VI.B.).
- The professional statement should also reference the department's Statement on Significant Scholarly/Artistic Work or, in the case of a joint appointment, the Joint Statement of Expectations for Teaching, Scholarly or Artistic Work, and Service. If the department's Statement on Significant Scholarly/Artistic Work has been revised since the candidate was hired or promoted, the candidate may choose which version of the statement to reference; this same version should be provided to the external viewers, provided to the tenured members, and included in the dossier itself.
- The statement is limited to 3000 words in length.