

Help for Faculty in RTP

1. Align CV with narrative and information in Fac180
2. Must have evidence of any publications—reprints, evidence of peer review
3. Peer reviewed materials should be in a set by itself, not mixed with other things anywhere (e.g., CV, Fac180, narrative). Just checking the peer reviewed box in Fac180 does not clarify for reviewers.
4. Explain terms such as “Published Abstract.” A publication of that is not a separate product from a presentation unless the abstract was separately written, expanded, and peer reviewed.
5. Foreign language pubs . . . references cannot be only in foreign language. There must be an explanation of what it is. A reprint? A new product? Level of the product.
6. Departments (committee or chair) must support (or not) in writing any claims that something is a “big deal,” “high impact,” “quality journal,” and so forth.
7. Committee service must be explained.
 - a. The committee’s function should be described.
 - b. The individual’s contribution to it should be documented.
8. Keep out inappropriate materials such as photos, confidential information about others, teaching for other institutions, and so forth. If personal things are appropriate, the department should validate.
9. Self-published work (e.g., blogs, own book) in the scholarly bucket must have explanation of the value of the publishing. This could be a service contribution or teaching, but not scholarship. “Clear to the committee what the merits of the work are. Without information, they cannot assume it has value.” Like a round of peer review. It all has to make sense.
10. Narratives are now less strong. With the new “one narrative,” avoid being too long and unresponsive to prompts. Address the prompts. Put headers of “teaching,” “research,” and “service.”
11. Hyperlinks must work. Many haven’t.
12. Think about SOTEs, and make them easiest to read. Orient them upright (applies to all documents, actually).
13. Consistent labels and labelling. Call like things the same things. Refer to research with same title at all times.
14. Provide summary table of sotes, pitched narratives to intelligent, but not expert persons, narratives that explain reasoning behind decisions, and explained activities in 3 different areas, and narratives that explain how the candidate addressed prior committee feedback.
15. Use Fac180 option to view the dossier from the reviewer’s perspective to be sure all the above are accomplished.