

Item B: Candidate's Personal Statement

See *Faculty Manual* §4.XI.4.(b).

1. Individuals who have access to this item:

- All those granted access to the dossier:
 - The initiator
 - The Associate Dean
 - Members of the Tenure and Promotion Committee
 - The Dean of the College
 - The President

2. Participants in preparing this item, and role of each participant:

- *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 inside and/or outside the candidate's department* – 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

3. Guidelines and suggestions:

- Prior to drafting the statement, the candidate should review:
 - “Standards for Faculty Evaluation” as provided in 4.VII.A.1-3 of the *Faculty Manual*
 - “Candidate's Personal Statement” as provided in 4.XI.4.b of the *Faculty Manual*
 - Department's Statement on Significant Professional Activities
 - Department's most recent self-study
- The *Faculty Manual* limits the length of the statement to 3000 words.
- The *Faculty Manual* is silent on whether the tenured members of the department have access to the candidate's personal statement. Departmental practice varies.

4. Additional resources:

5. Contact for questions or concerns:

- Initiator
- Associate Dean