

Item O: Department Statement on Significant Professional Activities

See *Faculty Manual* §4.XI.4.(o).

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 candidate's external evaluators (required by the *Faculty Manual* – see Item J).
- The tenured members of the department, to inform their letters for the candidate's dossier (note that the tenured members need to be provided with the version of the Statement to be included in the candidate's dossier – see #4 below).

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

- *Candidate's department* -- Develops Statement. At present, there are no college-wide guidelines for the content and format of the Statement. Some departments revise their Statements in the course of a program review.

3. Guidelines and suggestions:

- In some cases, a department's Statement on Significant Professional Activities may have been revised since the time a candidate was hired or previously reviewed. In these cases, the candidate may choose which version of the Statement to include in the review process. This version of the Statement is the one that should be provided to the Office of the Dean for transmittal to the external evaluators; provided to the tenured members of the department to inform their contributions to the dossier; and included in the dossier itself.
- In cases of joint appointment, Statements from both departments are to be included in the dossier, in addition to the joint statement of departmental expectations (Item P). The joint statement references, but does not replace, each department's Statement on Significant Professional Activities.

4. Additional resources:

5. Contact for questions or concerns:

- Assistant Provost (x3004)