

Crafting your Faculty Evaluation Materials

The rank and tenure dossier, or any evaluation packet, is a key opportunity to exercise control over the narrative regarding your accomplishments. The practices below are intended to help you tell your story in the way you want it to be heard and understood by review committees for promotion.

Think strategically about the narrative framing for the evidence you plan to present. Your dossier is an opportunity for you to tell the story of your professional career as well as to demonstrate why it should continue and be rewarded at Villanova. The Villanova Institute for Teaching and Learning (VITAL) and the Villanova Institute for Research and Scholarship (VIRS) offer consultation and resources to strengthen your dossier. Seek out advice from your Department Chair. Request examples of successful prior applications from the Office of the Provost.

Frame your work in terms of contribution to mission. Establish the relevance and significance of your efforts not only for the discipline but also for the university. Focus on your impact with students and their learning experiences, other faculty, and the broader community. Refer to the University Mission and Diversity statements and Strategic Plan; describe how your work supports the university's core values and commitments to equity and social justice within the context of your teaching, service, and scholarship (as appropriate).

Frame your work to be understandable to a broad, diverse audience. Keep in mind that many who will be reviewing your dossier will not know the terminology of your field. Minimize jargon to clearly articulate your academic accomplishments for an audience outside your discipline or familiar peer group. The more one's work is outside the bounds of a traditional department, the more imperative it is to clearly set a frame for the work.

Focus on your accomplishments rather than on potential deficits. You could do this with a summarizing statement or within different sections. For example, emphasize the necessary workload shift to quickly design completely new modalities of your courses while simultaneously increasing student interaction and engagement to meet new and different needs. Reflect on your pedagogical choices or innovations and their long-term effects on the trajectory of your approach to teaching and learning. Briefly point out where efforts to support Villanova's students or a shift in teaching emphasis came at the expense of work on longer-term research projects but enhanced the success of the institution's mission.

Emphasize collaborative work and any partnerships you have built. Be clear about your contributions to collaborative work, and how the work contributes both to your field and to the University's mission. You may have team-taught a course, offered an



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interdisciplinary course that was grounded in disciplinary partnerships, or taught a service-learning/internship course that required close collaboration with external partners. You may have served on committees, boards, or in organizations where you worked closely with others. Villanova explicitly recognizes that modern scholarship may require a collaborative approach; discuss these partnerships, their impact in your work, and the collaborative/co-authorship norms within your discipline.

Connect the dots for your reviewers. Just as you would not leave readers to make a logical leap when communicating your scholarship, do not ask reviewers to make a leap when evaluating your professional career. Use the language of excellence, accomplishment, resourcefulness, and success that you would want others to use to describe you or that you would use to describe your peers. Consider the linkages across the different sections of the dossier and the full range of your work (scholarship, teaching, service); weave these themes throughout the narrative.

ADDITIONAL RESOURCES

- Guerra, C. C. W. (2019, August 28). *How to compile a compelling renewal or tenure dossier (opinion)*. Inside Higher Ed.
<https://www.insidehighered.com/advice/2019/08/28/how-compile-compelling-renewal-or-tenure-dossier-opinion>
- Tulley, C., (2018, April 12). *How to develop a cohesive narrative in your tenure and promotion dossier (opinion)*. Inside Higher Ed.
<https://www.insidehighered.com/advice/2018/04/12/how-develop-cohesive-narrative-your-tenure-and-promotion-dossier-opinion>

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