

CAP's Top Ten Tips for Personnel Files – Candidates Under Review

1. **Biography/Bibliography (Bio/bib):** It is important to present the information in your bio/bib as clearly as possible. When listing service commitments or research talks given, provide dates. When listing the names of student mentees, indicate your role next to the student's name, and explain terms when necessary in your personal statement. Make sure review articles, journal articles, books, book chapters, conference proceedings, etc. are separated, clearly marked, and categorized according to the directions provided at: <http://academicaffairs.ucsd.edu/files/aps/forms/word/BioBib-instructions.docx> . Work credited during a previous review needs to be placed above the line separating previous publications from those published since your last review. If a bibliography has been renumbered since your last review, make sure any changes in numbering are clearly marked in the bibliography and correlate to your previous bibliography. CAP has access to previous reviews when considering your current file, and discrepancies between your current and previous bibliographies can cause delays in file review.
2. **Publications:** If you are submitting electronic publications, ensure that the link included in the file works. Broken dropbox links may result in the committee deferring the file until it can access the publications.
3. **Personal Statement:** Personal statements are useful in helping reviewers understand your past accomplishments and plans for the future. Statements should be short and to the point, and include all areas of evaluation (research, teaching, and service, including any contributions to diversity). Use layperson's language whenever possible to ensure that the explanations are understandable not only to departmental colleagues, but to the Dean, CAP members across disciplines, and the EVC. Additional details about what should be included in each section appear below.
4. **Research:** Place your research or creative contributions in context (e.g. scope, selectivity and impact of publication or performance venues) to help reviewers assess your contributions and impact on the field. Any awards that are being used as justification for a file action should be explained in terms of its prestige in the field. In the performing arts, any outside reviews of your creative contributions that are submitted should be given context in terms of the importance of the reviewer or the review publication.
5. **Co-authorship Statement:** Co-authorship statements are important to help reviewers assess your contributions to co-authored publications submitted for reviewer. Indicate by percentage and by qualitative assessment (e.g. "I designed the experiment..."). It is also helpful for CAP to know the protocol of first author, senior author, etc. in your field.
6. **Teaching:** Summarize course offerings, new courses planned, any innovative teaching practices, and the mentoring of graduate and undergraduate students in the context of expectations and needs in your department. For mentoring activity, clearly indicate what your role in the student's mentoring entailed. If teaching was a weakness in a previous review, state what steps you have taken to improve your teaching since your last review, and what results you have had. Make sure that your department is providing accurate evaluations of your teaching. Many departments choose to rely only on CAPE results which may be misleading because of low student participation or for other reasons.

7. **Service:** Assess your major service contributions to the department, campus, and profession. Indicate particularly time-consuming, challenging, or significant contributions, and explain the impact of those contributions. Do not simply list your service contributions.
8. **Contributions to Diversity:** Contributions to diversity are evaluated within the context of research, teaching, and service. Discuss the impact and significance of your contributions. Do not simply list your contributions.
9. **Joint Appointments:** If you hold multiple appointments in multiple departments, work with your departments to make sure that everyone is in agreement regarding your obligations to each of your departments. Clearly record your contributions to each department, and work with the departments to ensure that all documentation required by the departments is received. This documentation may include letters from any Programs or Colleges for which you teach, or to which you provide significant service.
10. **Communication with CAP:** CAP does not communicate directly to individual faculty members regarding their specific cases. If you have a question about your review, please contact the staff in your department or Dean's office. In addition, CAP cannot consider or accept any documentation that is submitted outside of the normal academic review process.