

Guidelines for the Context Statement for Personnel Reviews

2022-2023

Teaching and Advising:

2-3 pages for Personnel Reviews

Prepare a reflective commentary on teaching accomplishments since your last personnel review and new goals or directions for the next three years. Comment on advising and work performed with individuals or small groups of students outside of your usual teaching assignments as well. Discuss these accomplishments and goals with the Review Chair.

The following suggestions are intended to offer guidance and help you compose an informative statement. The list is not exhaustive, and you do not need to include all the points in your statement.

- Discuss your teaching of Tutorial(s), if applicable, such as how your pedagogy and course design have helped achieve learning goals.
- Discuss new and revised courses. What is the rationale for the changes you have made?
- Describe any contributions you have made to curricular and pedagogical diversity and/or classroom inclusivity. How do you promote diversity, equity, and inclusion in your teaching materials and methods? For example: Do you provide a Diversity and Inclusion statement in your syllabus? Do you incorporate the works of underrepresented populations? Do you engage with current DEI theories and practices in your teaching? How do you interact with diverse students in your classroom? How do you advise diverse students?
- Describe your contribution to providing students with an opportunity to undertake research.
- If you use classroom assessment techniques, such as having students contribute questions to be discussed, diagnostic quizzes, etc., discuss how they have helped inform your teaching.
- Discuss distinct learning assignments and the rationale for them.
- If you have employed supplemental end-of-course evaluations for your own development, discuss how they have informed your teaching. You may, if you wish, reference qualitative assessments in your EOCEs to explain decisions you have made about teaching strategies.
- Comment on formal and informal advising of students, including tasks such as writing letters of recommendation.
- Sometimes faculty members spend time teaching students outside of their standard teaching assignments. If this is the case, please describe that teaching activity.
- Are there teaching and learning challenges unique to your discipline and/or department that the review committees should consider? Are there special challenges connected with courses taught outside your department? Are there challenges unique to the period under review?
- How would you characterize your impact on students?

Scholarship:

1-2 pages for Personnel Reviews

Prepare a reflective commentary on the significance of your scholarly accomplishments since your last personnel review and outline a detailed plan for your scholarly goals over the next three years. Discuss these accomplishments and plans with the Review Chair.

These suggestions will help in the composition of an informative statement.

- Situate publication, presentation, performance, screening and/or exhibition in their professional context. For example, has the publication been peer-reviewed? Was the exhibition invited?
- Discuss your contribution to diversity, equity, and inclusion in scholarship. How do you address diversity in your own research? Was your scholarship public-facing, and what would be its impact if so?
- Comment on the traditions of scholarship unique to your discipline that the review committee should know to understand the context of your work.
- Comment on the relationship between your teaching and scholarship.

Service:

One page for Personnel Reviews

Prepare a reflective commentary on service activities (both on and off campus) since your last personnel review and expectations with respect to service over the next three years. Discuss these service accomplishments and expectations with the Review Chair.

These suggestions will help in the composition of an informative statement. In each case, clarify the scope of responsibility and time commitment entailed.

- Specify your contributions to on-campus committees and, if appropriate, discuss any special efforts undertaken by a committee on which you served.
- Comment on any significant contributions to your department, such as leading and participating in searches, recruiting, and reviews.
- Describe any activities that promoted diversity, equity, and inclusion on campus. For example: Have you provided mentorship to a diverse student body? Have you mentored faculty members who are underrepresented in your field or at the College, and/or are from backgrounds that are different from your own?
- Specify your off-campus service to your profession.

Other Information:

The division of activities into teaching, scholarship, and service mirrors the Faculty Handbook, but the Personnel Committee recognizes that faculty responsibilities are not always so clearly delineated. The specific descriptions in this document may not cover what you consider to be some of your most important contributions. If there are additional activities that you consider meritorious and that you feel have not been explicitly requested, please include them. If those activities do not fit into one of the categories of teaching, scholarship, or service, you may include them as a separate category here. The Personnel committee will make sure to consider it consistent with other faculty.