

Academic Review: A non-exhaustive guide to the points to address in your personal statement

Research:

What do you do? Describe yourself and your research field so that a professor in another department could understand.

Discuss your research output during the review period. It may be helpful to organize your new publications into relevant sub-categories of your research enterprise. Note the number of new publications in categories **A**, **B** and **C** as listed in your bibliography.

For each new publication listed above

- Briefly describe the **important results** and **potential impact** of the paper
- Describe **your role** in the process (if not sole authored)
- Indicate whether it was first-authored by a student or postdoc in your lab
- Discuss the **quality/rank of the journal** in your field
- You do not have to do a full discussion of Section C publications

Teaching and mentoring:

What courses did you teach? Discuss the

- **Effort** of your teaching: how many units, how many students, who did the teaching (you, students, guest lecturers, etc.), who organized the course, etc.
- **Effectiveness** of your teaching: were your classes well attended, did the students learn important concepts, did you use particular techniques to engage the students?
- **Impact** of your teaching: will students be incorporating your course material into their research, did your teaching change lives?

Judicious use of statistics or comments from your teaching evaluations may be helpful. Include course syllabi if you think they would help. If you taught below the minimum number of units, explain why.

Discuss teaching activities outside the university, if any.

Mentoring:

- How many graduate students do you advise or co-advise?
- How often do you meet with your students individually and as a group?
- How many of your students graduated during the review period? Where are they?
- How many additional thesis committees do you serve on? Which curricular groups or departments?
- How many postdocs you mentored.
- How many undergraduates you mentored.
- Any additional mentoring (international students, high-school students, etc.)

In your last review, were there any comments about your teaching, if so, how did you address them during this review period?

Service:

- Contributions to the **Department** (SIO committees, ad hocs, search committees, etc.)
- Contributions to the **University** (Academic Senate committees, etc.)
- Contributions to the **Profession** (Editing, reviewing, panels, chairing meetings, etc.)

Contributions to Diversity:

- Discuss active measures you have taken to contribute to the diversity of the department, university, or community