Review Process Preparatory Exercise
Tenure-Track and Tenured Faculty

As a candidate for reappointment, tenure, or promotion, you are faced with a challenging task of assembling a focused dossier that captures your body of work and presents a persuasive case. This challenge is also an opportunity: to represent and reinforce for yourself and for your reviewers why you do what you do, your key contributions to the institution and the profession, and how the trajectory of your work over time aligns with the standards for your review.

Based on one-on-one consultations with a number individual candidates over the last couple years, we recommend the following preparatory exercise before you assemble your dossier materials.

- Familiarize yourself with Article 14 of the Collective Bargaining Agreement.
- Familiarize yourself with your unit’s policy on reappointment, tenure, and promotion.
- Sit down with a copy of your CV and a copy of your unit policy and highlight the applicable language to your case. Be attentive to both quantitative and qualitative standards and framing language.
- Go through your CV and highlight key accomplishments that align with both the qualitative and the quantitative standards.
- Formulate bullet-style notes that could serve as key points an argument for how your body of work meets the standards in the areas of teaching, research/creative work, and service. Again, be attentive to both qualitative and quantitative standards.

This exercise is not compulsory and your bullets and notes need not submitted to anyone. We recommend it because it can help you start working in concrete ways to make the policy-grounded case that your accomplishments meet the standards for a given review. You may also find that it establishes a productive basis for guidance conversations with your unit head, a mentor, and/or an associate dean.

Too often candidates experience a review process as something over which they have no control. This is not accurate. As a candidate you are empowered to make your case, and this prep exercise can help you do that.