



- (3) “The ten most recent semesters of teaching evaluations. For purposes of context, the candidate may wish to include other evaluations. The candidate shall also add copies of syllabi, and may include assignments and handouts. The candidate shall include a Teaching Statement, which articulates teaching goals and methodologies, and charts one’s development as a teacher over time. The file may include peer evaluations of teaching.”
- (4) “A cover sheet showing courses taught, sabbatical leaves, and any course releases over the previous six years.”
- (5) “Service credentials presented within the context of the broad statements about service” in the Faculty Handbook (Part One, Article VIII, Section A). “The candidate may wish to provide relevant documents and seek letters from Committee Chairs or members who can speak about the quality and extent of service. The candidate shall include a Service Statement, which articulates service goals and accomplishments that demonstrate a record of sustained, significant, and effective service to the college.”
- (6) Annual reports for the past six years.

## **SECTION II: Additional suggestions from PC**

### (1) CV

- It is helpful to format all sections of your CV to distinguish achievements before and after receiving tenure, and/or before and after the start of your appointment at Skidmore. A simple way of distinguishing is to change font color.
- When relevant and if available, similar documents to our Annual Reports from a prior institution

- If your file includes teaching and/or

- If your file includes student course evaluations from another institution, it is helpful to indicate whether they are complete sets or selections; explain the rating scale; and note how they were administered and used (required or voluntary, developmental or evaluative, etc.). This information may be included in the teaching statement or provided separately.
- Quantitative course evaluations in which data are reported in color should be provided in color. If possible, department/program course evaluation forms with faint handwriting or cut-off sections should be annotated to clarify any illegible or missing portions.

(4) Presentation of scholarly/creative work

- The Research/Artistic Statement educates readers about your professional accomplishments in the context of your discipline. Since many readers of your file are from outside your discipline, this statement is critical in helping them understand how your work may conform to and/or converge from disciplinary conventions. What questions or themes does your work address and what methods do you use? How does your work demonstrate a trajectory that both builds upon itself and advances the discipline? How is your work disseminated and what factors shape its audience and reception? Have any resource-related issues impacted your work? The statement should explain what is next for you as you think to your future work in your field. Clarity and brevity are appreciated by those who read your materials.
- External letters from individuals in your field may speak to professional conventions (e.g., co-authorship/collaboration, productivity rates, etc.); the quality of your work and dissemination outlets; and the position and impact of your work within a broader disciplinary context. See above for additional comments about external letters.
- If your file includes publications or creative work produced at another institution, the statement may address whether/how institutional expectations differed from those at Skidmore.

(5) Presentation of service

- The Service Statement situates your service interests and accomplishments in relation to students, your department/program, the college, and/or the profession. The statement should explain what is next for you as you think to future service work. Clarity and brevity are appreciated by those who read your materials.
- It is helpful to provide an organized list of service activities and to clarify the nature of your role and your contributions to them if such information is not already included in your CV and/or Annual Reports.

- If your file includes service credentials from another institution, the statement may address whether/how the service expectations and circumstances of your prior position differed from those at Skidmore.