Q&As and Best Practices for Career-Track Faculty

Should I use the Engineering-Specific Curriculum Vitae (CV) Section Heading Template – Summaries for Major Sections for Career-Track Faculty provided by my unit?
- Yes, we strongly recommend you use the appropriate CV Section Heading Template. This will help the various reviewers more easily and accurately interpret and navigate your CV.
- The summary sections should serve as a "header" to each corresponding section of your CV. For instance, in the Summary of Publications and Intellectual Property section, only the publications and intellectual properties should be listed below. There is no need to include categories for which there are no items or "zeros" (i.e. the line item may be deleted).
- Your CV does not have to be in the same order as the template suggests, but it is important to include section summary headers.

What are the purposes of the personal statement?
- The personal statement is a narrative that officially explains and elaborates the items within your CV. It shall help reviewers see relationships among your teaching, research, and service, and how these activities have built the foundation for continued professional growth.
- The personal statement typically addresses questions such as what you have done at ASU and why that is important, what impact your ASU work has had on your field, how you have contributed to classroom instruction and mentoring, how your service fits into the initiatives, programs, or future directions in your unit, FSE, ASU or your field, etc. Remember that this narrative should address the overall personnel action question "within the context of the unit and college, have you demonstrated 'excellence and the promise of continued excellence' during your period at ASU"?
- The personal statement is also a good place to explain inconsistencies or challenges in submitted materials. If you suspect that a question might naturally arise from your CV or any other materials in your portfolio, use your personal statement to help contextualize and answer those questions. Also, it is far better to acknowledge and offer your explanation of any shortcomings than to ignore it, and, thereby, require a reader with less knowledge of your situation to come up with his/her own assumptions.

What are some best practices when formatting and completing my personal statement?
- The personal statement is up to four pages in length, single spaced, minimum of 0.70 inch margins, 12 pt. font with page numbers and candidate name on each page.
- It is strongly recommended to use the allowed four pages of personal statement, rather than to submit a personal statement with 1-3 pages. Please also optimize the distributions among research, teaching, and service. For example, a common personal statement from Assistant Teaching Professor to Associate Teaching Professor application often allocates three pages dedicated to teaching and mentoring and one page dedicated to service.

What are some key considerations in the document of Evidence for Teaching Excellence?
- ASU requires the inclusion of student evaluation data as part of the evidence for teaching excellence. Please note that on the Summary of Student Evaluation of Instruction, courses with less than 5 respondents will be listed but the evaluation response data will not be included. The summary is provided by the FSE dean's office, and includes comparative data, wherever possible, for FSE faculty teaching the same level courses in the same semester. You will have an

opportunity to annotate this spreadsheet in order to provide context for any outlier data points (e. g. indicate a course was a new preparation, underwent a major redesign, teaching modality changed during the course delivery, etc.).

- You must provide at least two other pieces of evidence of teaching excellence; typical examples include, but are not limited to, student mentoring and student success, innovative curriculum design, scholarship with a focus on pedagogy, teaching or mentoring awards and recognitions, etc.

Do I need to submit the document of Supporting Materials?

- The document of Supporting Materials is an opportunity to provide additional evidence but is optional. Within this section you might include, for example, work that promotes the success of ASU students in a way not covered earlier, assessments by others of your service to the profession, institution, or community arising from your disciplinary expertise, popular articles authored that communicate your work to a lay audience, etc.

Will I be able to revise my application packet via Addendum Materials?

- All addenda to the evaluation of Promotion of Teaching Professors are due to the dean by late December of each year. The addenda must include a related statement by each prior level of review. Note that addenda must be approved by the dean's office prior to inclusion in the evaluation materials.

Should I have others review my CV and personal statement prior to submission?

- Yes, it is strongly recommended that you get people within and/or outside your unit to read your CV and personal statement for feedback.

If applicable, what should I do if there are discrepancies between the Knowledge Enterprise (KE) sponsored activity report and my CV?

- Sponsored activity reports are typically pulled in late August for career-track faculty. Between this time and when the application packet is due to the unit, new grants may have been awarded. In addition, certain awards (such as gifts via the ASU foundation, internal grants, etc.) may not be shown on the KE reports.
- If there are discrepancies, no changes should be made to KE's sponsored activity report. A candidate should add more information or clarification in the CV or in supporting materials regarding the new awards that are not included in the KE report (if the latter, please add "Additional information is included in the Supporting Materials" on the KE's sponsored activity report and sign the document). Please discuss with your unit admin and research advancement staff on what information or clarification would be most appropriate.

What are the major changes in the 2024 version of FSE Teaching Professor Promotion Criteria comparing to the 2019 version?

- Statement of Philosophy aligns with other FSE promotion criteria documents.
- Uses teaching professor titles and ranks.
- Requires that the unit personnel committee be augmented by at least one teaching professor if there is at least one currently appointed in the unit at or above the rank for which the applicant is applying.
- Requires that the Dean's Faculty Advisory Council (DFAC) be augmented by two teaching professors at or above the rank for which the applicant is applying.

- Indicates eight years minimum college level full-time experience for promotion to (full) Teaching Professor (three years minimum experience as an Associate Teaching Professor).
- Indicates that in terms of course evaluation, successful applicants are expected to perform at a level consistent with all FSE faculty teaching similar courses.
- Expands the list of examples of service activities organized in categories: student recruitment and retention initiatives; student mentorship; program assessment and continuous improvement; other internal and external service.
- Updates to language, style and FSE abbreviations, including phrases such as 'inclusive instruction'.