## Promotion and Tenure Candidate Statements

### Candidate Statements on Teaching, Professional Performance, Research/Scholarship/Creative Activity, and Service

Prepare brief statements on your primary areas of responsibility. For most faculty and academic staff those areas will be:

(a) Teaching/advising, research/scholarship/creative activity, and service OR

(b) Professional performance, research/scholarship/creative activity, and service.

* Candidates with responsibilities in all four areas should complete statements on each.
* Academic staff with no teaching/advising or professional performance responsibilities should provide only research/scholarship and service statements.
* Suggestions on topics to address in your statements are provided below. [Additional guidance is provided on the faculty affairs website](https://facultyaffairs.ku.edu/promotion-and-tenure) about addressing impacts arising from the COVID-19 pandemic. Use the recommended headings that apply to your areas, but do not include the instructions.
* Save the completed statements in one pdf file for submission at: ***Last Name, First Initial Candidate Statement.pdf***

### Name

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| *Last Name* |  | *First Name* |  | *Middle Initial* |

### Statement of Teaching, Advising Philosophy, and Goals

**(Approximately 500-1250 words)**

Provide a brief description of the teaching goals and practices that define your teaching and advising philosophy. To help the review committees, please organize your description under the sub-headings:

* *Classroom Teaching*
* *Undergraduate Advising*
* *Graduate Advising and Mentoring*
* *(Or, if applicable, Graduate and Postgraduate advising, and mentoring).*

If one of these areas is not included in your teaching responsibilities, please indicate that in your description.

Suggestions on how you might approach each area are provided below:

* In describing your philosophy of *Classroom Teaching*, you could address such topics as the primary subjects you teach and, using 1 or 2 courses as examples, discuss how you organize material and activities to help students achieve course goals, how you assess their achievement of those goals, and how your teaching experiences (including feedback from student evaluations) have shaped your ongoing goals and practices as a teacher. You could also discuss curriculum or course design efforts that you have been involved in.
* Under *Undergraduate Student Advising*, you could describe the nature of your activities in undergraduate advising within the major and within the university more broadly and the strategies you use to provide support to undergraduate students outside the classroom.
* Under *Graduate Advising and Mentoring*, you may wish to talk about your goals for working with graduate students, the strategies you use to (a) help graduate students plan and complete their degree programs, and (b) prepare graduate students for independent careers. If applicable, you could also discuss your approach to mentoring postdoctoral fellows.
* In one or more of the above areas, you have the option of addressing impacts arising from the COVID-19 pandemic.

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**Statement of Professional Performance Philosophy and Goals**

**(Approximately 500-1250 words)**

***Applies only to Librarians and some Academic Staff***

Provide a brief description of your philosophy, major interests, goals, practices, and accomplishments in the exercise of your profession. To assist the review committees, please organize your description under the following headings:

* *Professional Philosophy*
* *Goals and Practices*
* *Professional Accomplishments/Significance of Accomplishments*
* *Professional Goals for the next Five Years*
* In one or more of the above areas, you have the option of addressing impacts arising from the COVID-19 pandemic.

In discussing these topics, you might describe your goals and how you have developed practices to work toward those goals. You might also discuss your strategies for assessing your success in achieving those goals. You would want to provide a description of your major professional accomplishments since your appointment (or for those at the associate level, since your last promotion). Finally, you could consider your goals for the future and how they might serve to move your professional program forward.

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### Statement of Program of Research/Scholarship/Creative or Artistic Performance (Approximately 500-1250 Words)

Provide a brief description of your program of research/scholarship/creative or artistic performance. To help the review committees, please organize the description under the following sub-headings:

* *Focus of the program*
* *Major Accomplishments/Significance of Contributions to date, and*
* *Goals for the Next Five Years*
* In one or more of the above areas, you have the option of addressing impacts arising from the COVID-19 pandemic.

If you engage in collaborative research, this statement should also clearly describe your specific role and contribution to that research. Identify your major collaborations and how distribution of effort was determined among your collaborators. If you wish, you may include another sub-heading for the description of your collaborative research. You are encouraged to describe your research/scholarly/creative activities so that their goals and significance are clear to individuals from other disciplines.

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### Statement of Service to the Department/School or College/University/Profession (Approximately 250-750 Words)

* Provide a brief description of your departmental, school/college, university, professional, and, if applicable, public service at local/state, national, and international levels. In your description, highlight how your service contributes to the missions of your primary units (department and/or school/college) and the university, as well as to the discipline/profession and, as applicable, state, national, and/or international communities. In one or more of the above areas, you have the option of addressing impacts arising from the COVID-19 pandemic.

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### Questions

Contact the Office of Faculty Affairs at [facultyaffairs@ku.edu](mailto:facultyaffairs@ku.edu)