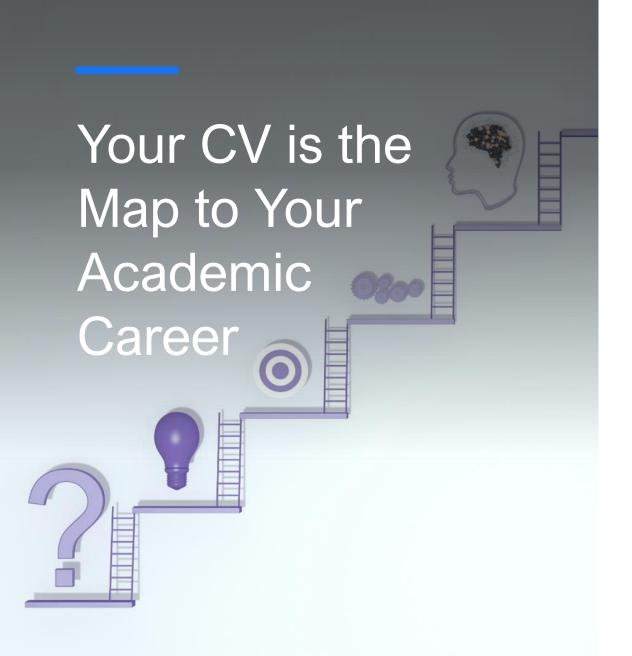


## **Agenda Overview**

- Enhancing CV Construction for Academic Advancement
- Making it Easy for Your Letter Writers
- Documenting and Articulating Your Academic Journey
- Composing Effective Dossier Narratives





# What story does it tell about your professional identity?

- A CV is more than a list—it's a strategic narrative.
- Reviewers look for patterns, progress, and priorities.
- Every section should help answer:
  Who are you as a scholar, teacher,
  and colleague?.



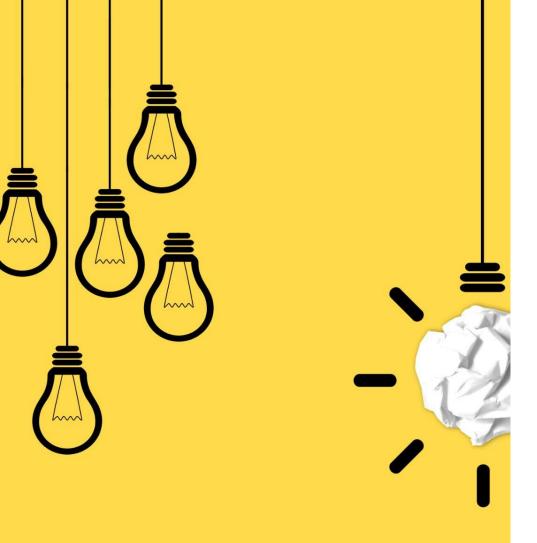
### Think Like a Reviewer

#### **Clarity is Critical**

- Reviewers need CVs that are clear, consistent, and easy to scan
- They're looking quickly for productivity, leadership, and alignment with expectations

#### **Relevance Matters**

- Highlight content that aligns with institutional and disciplinary criteria
- Avoid: vague categories, missing dates, unclear roles
- ✓ Use bold font and spacing to make key contributions stand out



## **Emphasize Outcomes & Impact**

#### **Focus on Significance**

Emphasize the importance and value of your work rather than just listing tasks performed.

#### **Demonstrate Influence**

Highlight contributions that show your influence on your field and institution for greater recognition.

#### **Show Innovation and Outcomes**

Focus on innovative solutions and lasting outcomes that resulted from your efforts and initiatives.

# Making It Easy on Your Letter Writers

#### **Why This Matters**

- Strong letters can elevate your entire dossier.
- Weak, vague, or generic letters—even from respected colleagues—can hurt you.
- You can't control what people write, but you can make it easier for them to write a strong, specific letter.



# Step 1: Provide a Simple, Organized Packet

- A brief, friendly framing email that outlines:
  - What you're applying for (3rd-year review, tenure, promotion to full)
  - Your key accomplishments or areas of focus
  - Any specific points you'd appreciate them addressing
- Your updated CV
- The relevant narrative draft (research, teaching, or service—whichever aligns best with the person)



## Step 2: Tailor What You Send to Audience

AUDIENCE	EMPHASIS
Former Students*	Mentorship, teaching impact, accessibility
Peers/collaborators	Scholarly contributions, teamwork, research excellence
Department colleagues	Service, collegiality, program leadership
External reviewers	Discipline-level impact, innovation, reputation

<sup>\*</sup>Note on former students: Include any course details, projects, or context that will help them recall your impact (See handout on student letter writers)

# **Documenting & Telling Your Story**

- Match Documentation to Narrative Themes
- Capturing Time-Intensive
  Teaching & Advising
- Framing Growth and Leadership
- Acknowledging Career
  Disruptions



# **General Tips for All Narratives**

- Be clear, confident, and concise
- Use a professional but personal tone (firstperson is fine)
- Focus on contributions and impact, not just chronology
- Avoid listing—interpret and reflect





### **Research Narrative**

**Purpose:** Show your intellectual agenda, scholarly impact, and where your work is going.

#### **Structure:**

- Research questions or themes
- Major outputs and how they fit your field
- Outcomes: citations, collaborations, applications
- Future directions
- Include both traditional and public-facing scholarship if relevant.





## **Teaching Narrative**

**Purpose:** Communicate your teaching philosophy, approach, and evolution.

#### Structure:

- Core values and methods
- Innovations (assignments, tech, UDL, etc.)
- Student outcomes or feedback
- Ongoing growth or pedagogical goals
- Include what worked and what changed—not just what was planned.



### **Service Narratives**

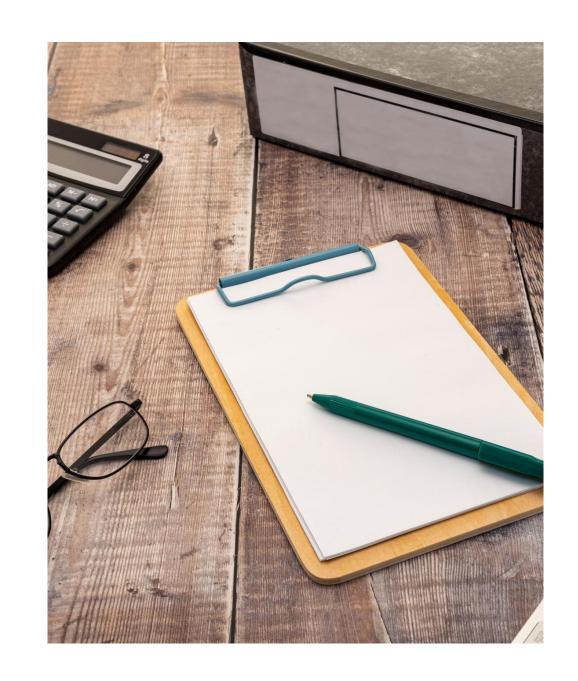
**Purpose:** Show leadership, initiative, and alignment with institutional or disciplinary needs.

#### Structure:

- Types of service and your role
- Highlights: chairing, initiating, mentoring
- Impact on students, colleagues, programs
- Vision for future contributions
- Try to connect service to your identity and values as a scholar.

## **Common Missteps**

- Too much detail, not enough synthesis
- Generic claims ("I am a dedicated teacher") without examples
- Not connecting efforts to outcomes or goals
- Treating narratives as reports instead of persuasive documents
- Forgetting that your audience may not know your impact



## Conclusion

# Strategic Planning

Effective academic CVs require strategic planning to highlight strengths and achievements clearly.

## Clear Documentation

Clear and comprehensive documentation ensures all academic contributions are well represented.

## **Compelling Narratives**

Compelling narratives help to emphasize the impact and significance of academic work effectively.

## **Promotion & Tenure Success**

Applying best practices strengthens promotion and tenure cases by showcasing academic impact.