**Reappointment and Promotion Casebook Template**

**Documents Needed**

**Committee Documents:**

To be uploaded by the R&P Coordinator

* Cover Page (No Table of Contents Necessary)
* Dean's Summary (Uploaded by the Dean’s Office)
* Recommendation of Department Head and Review Committee
* Digest Prepared by Reading Committee

**Candidate Documents:**

Italicized items are Mandatory. Please check with your R&P Coordinator if you are unsure of which documents to provide.

* ***Curriculum Vitae Front Page***
* ***Career Statement***
* Publications List (may be optional for Teaching and Systems Tracks)
* Recent Publications (may be optional for Teaching and Systems Tracks)
* ***Contract and Grant Support*** (this information will be supplied by the department)
* *Faculty Course Evaluations* (this information will be supplied by the department)
* Statement of Teaching Philosophy and Self Evaluation (optional for Research and Systems Tracks)
* Contributions to Education
* Professional Activities (previously also referred to as “Related Non-classroom Activities”)
* Evidence of External Reputation
* University, College, and Department Service
* Statement of Other Service Contributions
* Graduate Student Advising (list of formal advisees is supplied by the department; candidate provides information about informal advising)
* Student Service and Team Mentoring

**Evaluations:**

* External Evaluations
* Internal Evaluations
* Student Evaluations

**Please see examples of Candidate Documents below.**

PROMOTION TEMPLATE FOR TENURE TRACK FACULTY, TEACHING TRACK FACULTY, RESEARCH FACULTY AND SYSTEMS FACULTY

ITEMS IN BLUE ARE EXPLANATORY ONLY PLEASE CHANGE TO BLACK TYPE ONCE CORRECT INFORMATION HAS BEEN ENTERED

**FACULTY REVIEW FOR**

**CANDIDATE NAME**

**CURRENTLY *TITLE* (SINCE DATE)**

**IN THE DEPARTMENT NAME**

**IN CONSIDERATION OF**

**REPPOINTMENT OR PROMOTION OR TRACK CHANGE TO POSITION**

**(EFFECTIVE JULY 1, 20XX)**

**SPRING OR FALL 20XX**

# Curriculum Vitae

**CANDIDATE NAME**

* **Use the Subsection Header style from the drop down list for additional subsection headers; insert additional Subsections as needed.**
* **Use Body Text style for regular text**
* **Bullet Subsection lists**

EDUCATION

**List all degrees held, University Name, Year awarded**

EMPLOYMENT

**List current position and all former positions held**

# CAREER STATEMENT

* **Use the Subsection Header style from the drop down list for inserting subsection headers**
* **Use Body Text style for regular text**
* **Bullet Subsection lists**

**PLEASE BE SURE YOUR LIST CONFORMS TO THE CATEGORIES BELOW**

# PUBLICATION LIST

(May be optional for Teaching and System track Faculty, please check with your R&P Administrator.)

* **Number entries consecutively throughout sections (as shown below)**
* **BOLDFACE Book Titles and Conference Proceedings**
* **ITALICIZE Names of Journals**
* **Delete Subsections with no entries**

BOOKS

1. Book

CHAPTERS IN BOOKS

1. Chapter of Book

REFEREED JOURNAL PAPERS - PUBLISHED

1. Refereed Journal Paper – Published

REFEREED JOURNAL PAPERS - ACCEPTED

1. Refereed Journal Paper – Accepted

REFEREED JOURNAL PAPERS - SUBMITTED

1. Refereed Journal Paper – Submitted

REFEREED CONFERENCE/WORKSHOP PAPERS

1. Refereed Conference/Workshop Papers

UNREFEREED CONFERENCE/WORKSHOP PAPERS

1. Unrefereed Conference/Workshop Papers

TECHNICAL REPORTS

1. Technical Reports 1

OTHER PUBLICATIONS

1. Other Publications

PATENTS AND INVENTION DISCLOSURES

1. Other Publications

SOFTWARE ARTIFACTS

1. Software Artifacts

VIDEO PRODUCTIONS

1. Video Productions

# RECENT PUBLICATIONS

(May be optional for Teaching and system track Faculty, please check with your R&P Administrator.)

**Your three most significant publications since your last review should be combined and uploaded as 1 PDF.**

# CONTRACT AND GRANT SUPPORT

**This information should be provided by the Department Business office, based upon information provided by the Department.**

* **Include past, current, and pending (proposals which have been submitted but not yet funded) sponsored funding. Also include current and past industrial gifts.**

**Current**

**Title:**

**PI:**

**Agency:**

**Grant No:**

**Duration:**

**Amount:**

**Support:**

**Pending**

**Title:**

**PI:**

**Agency:**

**Grant No:**

**Duration:**

**Amount:**

**Support:**

**Past**

**Title:**

**PI:**

**Agency:**

**Grant No:**

**Duration:**

**Amount:**

**Support:**

**\*Support: Please add Start and End Dates.**

**For past support: month+year to month+year: "Nov 2011 - Oct 2014"**

**For current support: month+year start and duration: "4 years, started Oct 2017"**

**For pending: duration only: "4 years"**

**\*PIs: 1. Please add names of any co-PIs ("co-PI with XXX, YYY") and an indication ("sole PI") when that is the case.**

 **2. If we are a sub, identify both sponsor and prime.**

**Example: PI: Faculty X (Sole PI at CMU; subcontract to UVA).**

 **Agency: AFRL (Prime)**

**Note: "Duration" refers to the begin and end dates of the contract/agreement itself. "Support" is the % of effort and the length of time (e.g. "40% for 16 months" or "40% effort from April 2019 to August 2020") the candidate was actually supported by the contract/agreement, which may be shorter than the duration of the contract/agreement.**

# Faculty Course evaluation example

**This information will be provided by the department from online records.**



# STATEMENT OF TEACHING PHILOSOPHY and Self Evaluation

**This statement will outline your approach to your style of teaching, as well as self-evaluate past goals for instruction completed since the most recent reappointment or promotion. For cases within Research track or Systems track, this document is optional.**

# CONTRIBUTIONS TO EDUCATION

**Apart from classroom performance and supervision; i.e., curriculum development, new programs, unsolicited evaluations by colleagues, teaching materials, textbooks, lecture notes, examinations, original laboratory exercises.**

* **Use the “Subsection Header” style from the drop down list for additional subsection headers; insert additional Subsections as needed.**
* **Use “Body Text” style for regular text**

# PROFESSIONAL ACTIVITIES

* **Use the “Subsection Header” style from the drop down list for additional subsection headers; insert additional Subsections as needed.**
* **Use “Body Text” style for regular text**
* **Bullet Subsection lists using “indent list” style**

**Conference and workshop Committees**

**(List name of conference, role played – program chair, etc.)**

**Consulting**

**(List company name, number of days per year)**

**MembershipS in Professional Societies**

**(Include Offices Held**)

**Board MEMBERSHIPS**

**Other**

# EVIDENCE OF EXTERNAL REPUTATION

* **Use the “Subsection Header” style from the drop down list for additional subsection headers; insert additional Subsections as needed.**
* **Use “Body Text” style for regular text**
* **Bullet Subsection lists using “indent list” style**

Citations and Awards

* Award 1

InVited Talks

* Title, place, date

Seminars & Colloquia

* Title, place, date

OthEr

* Other

# UNIVERSITY, COLLEGE, AND DEPARTMENT SERVICE

* **Use the “Subsection Header” style from the drop down list for additional subsection headers; insert additional “Subsections” as needed.**
* **Use “Body Text” style for regular text**
* **Bullet Subsection lists using “indent list” style**

University service and committee work

School and Department service and committee work

Other

# Statement of Other Service Contributions

* **Standards for promotions and reappointments among the faculty of the School include substantive contribution to improving the community, broadly defined.  Reviewers of your case will value meaningful contributions demonstrating social responsibility.  Candidates might document contributions to the mission or culture of their department, our school, or the university; or other contributions to their region, country, or the planet.  Your statement, which should be no more than a page or two, might for example describe your personal contributions to diversity/equity/inclusion, environmental protection, human rights, adult literacy, or other areas of social responsibility.  See also CMU’s Vision, Mission and Values statement (https://www.cmu.edu/about/mission.html).**

# GRADUATE STUDENT ADVISING

* **Use the “Subsection Header” style from the drop down list for additional subsection headers; insert additional Subsections as needed.**
* **Use “Body Text” style for regular text**
* **Bullet Subsection lists using “indent list” style**

Current PHD Students – Supplied by Department

**Student Name**

* **Year Entered**
* **Area of study/thesis title**

Completed PHD Students – Supplied by Department

**Student Name**

* **Thesis Title, Date of completion**
* **Current employer**
* **If co-advised, name of co-advisor**

M.S. or PH.D. Thesis Committee SERVICE – Supplied by Department

**Student Name**

* **Thesis Title, Year**

Theses and Research Projects (UG, MS, or PhD Not accounted for above)

**Student Name**

* **Thesis/Project Title, Year**

Other

* **Thesis Title, Year**
* **Other info here**

# STUDENT SERVICE AND TEAM MENTORING

**Tutoring, advising of undergraduates, mentoring of project teams, oversight of fraternities, sororities, and clubs, chaperone for trips and competitions, etc.**

# LETTERS OF RECOMMENDATION FROM OUTSIDE CARNEGIE MELLON

**This page will be completed by the Department Head’s office, based upon information provided by the Department and the Candidate.**

**Please find Guidance here: https://scsdean.cs.cmu.edu/reappointment-promotion/rpt-checklist.html**

# LETTERS OF RECOMMENDATION FROM CURRENT CARNEGIE MELLON FACULTY

**This list to be provided by the Reading Committee Chair. Letters are requested by the**

**Department Head, not by the candidate.**

**Please find guidance here: https://scsdean.cs.cmu.edu/reappointment-promotion/rpt-checklist.html**

# lETTERS OF rECOMMENDATION FROM STUDENTS

**This page will be completed by the Department Head’s office, based upon information provided by the Department and Candidate.**

**Please find guidance here: https://scsdean.cs.cmu.edu/reappointment-promotion/rpt-checklist.html**