

Notes on Case Preparation

In preparing a promotion or reappointment case for Carnegie Mellon University's Mellon College of Science, the material listed below in sections IV, V, and VI are the responsibility of the candidate. This information is described in the MCS Faculty Handbook: www.cmu.edu/mcs/handbook/tenure.html in the section titled

Description of Case Documentation:

www.cmu.edu/mcs/fac_staff/handbook/tenure.html#apptencheck.

In this document "Notes on Case Preparation," clarifications regarding the MCS Faculty Handbook's Case Documentation and notes regarding the preparation of candidate-specific materials are provided.

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- Appendix (optional, used for any additional material.)

IV. Curriculum Vitae

Please follow the suggested format for the Curriculum Vitae. The Mellon College of Science and Carnegie Mellon University Committees review many cases each year. Although non-standard formats are often viewed by candidates as a way to make their cases stand out, in most instances non-standard formats are actually not desirable.

Section IV.A. Personal Data

This section contains education, employment, and academic records. In describing educational background, include the Ph.D. dissertation title and the advisor's name. If postdoctoral work was completed, the name(s) of post-doctoral advisor(s) should be included.

Section IV.B. Publication List

Please include both your **ResearcherID** and your **ORCID** identification number at the start of this section.

Particular care should be taken in preparation of the publication list. Note that non-peer reviewed publications may be included, but they must be separated from the list of peer-reviewed papers. Although the publication list is used as an indication of a researcher's productivity and visibility, it is recognized that the actual number of published articles will vary widely from case to case and is a function of many variables. Both the impact of the publications and the candidate's contribution to multi-author papers are often clarified by comments made in the letters of recommendation written by the external references. The candidate should keep this in mind when constructing a list of proposed external references. It may also be appropriate for the candidate to explicitly comment on the major publications in the Research Statement (Section VI). The significance of papers with large author lists can be difficult to interpret without additional information. Some candidates choose to indicate the publications that they made significant contribution to. It may also be appropriate to include a footnote on the ordering of the author list and note the algorithm used to order the authors. For example, in some fields the authors are listed according to their contribution while in others the graduate students are put first and the senior author goes last.

Section IV.C Information Reflecting the Candidate's External Reputation

The MCS handbook suggests the following information should be included in this section.

1. Citations and awards;
2. Invited talks at professional meetings and conferences; seminars, and colloquia;
3. Journal editorships;
4. Membership in and offices held in professional societies;
5. Committee work outside the University;

6. Consulting;
7. Contract and grant support; including past funding, current funding, and currently submitted proposals;
8. Reviews of publications and research proposals.

Not all of these will be applicable in all cases. If the section is not relevant for a candidate's case documentation, the section header and "*Not Applicable*" should be listed in the contents of the section. In particular, Teaching Track and Special Faculty may find that a number of sections may be *Not Applicable*.

Section IV.C.7 Grant Support

For Tenure and Research Track faculty, grant support is vital to most areas of research in the college. A table including all grants for which the candidate is listed as a PI or co-PI should be included. Other grants that support the candidate's research may also be included. The total funding, funding period, and funding per year for each grant should be clear. All PI's and co-PI's should be listed and the portion of the grant specifically directed to the candidate's work should be specified when possible. A short discussion of grant support should be included in addition to the table. When multiple PI's and co-PI's are involved, the portion supporting the candidate's research should be discussed if it is not quantified in the table. If the candidate includes grants for which he or she is not a PI or co-PI, the significance of the grant in evaluating the candidate's case must be made clear. For example, it may be appropriate to comment on the candidate's contributions to obtaining the grant.

Section IV.D. Service and Committee Work within the University

This section should include a list of all the committees on which the candidate has served. It is typical to divide the list into three sections: University Committees, College Committees and Departmental Committees. When listing the committees, candidates should mention position held such as "member" or "chair." Also include the name of the committee and the academic terms or time period of service on the committee. Any additional service work should also be listed, such as Faculty Senate, MCS Chair, and other elected positions within Carnegie Mellon University. Detail work that may be done outside of the scope of a committee but is for the general good of the university. If parts of this section are not relevant for your case, list *Not Applicable*.

Section IV.E. Contributions to Education

Contributions to education are taken seriously at all levels of the promotion process and include activities outside the formal classroom. All candidates should prepare this section carefully, including members of the Research Track who have been involved in education related activities such as the training of graduate students. The MCS Handbook lists the following material as relevant for this section.

1. Courses and seminars taught by the candidate;
2. Advising and mentoring of undergraduate students including a list of the students;
3. Graduate degree candidates and the postdoctoral collaborators. In this section

candidates should include the expected dates of graduation for current students and Thesis Titles, dates of student graduations, and current locations of past students. Similarly, the current location of past postdoctoral collaborators should also be included.

Please note that a table including all relevant faculty evaluation scores will be generated by the college and included as Section X of the complete case. That information should not be repeated in this section, but highlighting particular aspects of that information may be appropriate.

Section V. Candidates Education and Service Activities Statement

The statement will be read both by members of the candidate's department and by committee members from other departments and colleges. Rather than the contributions listed in the previous section, this statement should be a broader narrative that describes the candidate's activities and career goals in these areas. The following possible discussion items are taken from the MCS Handbook:

1. The creation of teaching materials, e.g., textbooks, lecture notes, examinations, original laboratory exercises, examples of student projects;
2. Course, curriculum, and degree program development,
3. Deeper insights into the teaching and learning process, and effective responses to Carnegie Mellon's permanent concern with quality education;
4. The creation of sound, imaginative, and challenging teaching materials;
5. Design and implementation of educational technology.
6. They may also include a discussion of other activities which serve the university community.

Section VI. Candidate's Research Statement

The statement will be read both by members of the candidate's department and by committee members from other departments and colleges. Care should be taken to assure that the bulk of the statement be understandable by a scientist outside the candidate's field.