



IUPUI

OFFICE OF ACADEMIC AFFAIRS

Quick Guide for Candidate Statements

A candidate statement:

- Describes how you are **excellent** in your area of excellence, and (briefly) how you are **satisfactory** in your other areas.
 - For tenure-track: at associate level, “emerging national reputation” and “trajectory;” at full, “national/international reputation” for one’s research area. *Independence, impact.*
 - For NTT: dissemination, peer-review; satisfy school standards.
- Spells out **your own particular** contributions. “I” more than “We.”
- Includes a plan for the future. *This indicates that you yourself understand your area enough to know what are the opportunities and challenges ahead.*

P. 16-17 in the P&T guidelines

The **audience** includes: external reviewers, your own department, your school, and campus readers.

Framework (*JUST a suggestion; refer to the P&T Guidelines on pages 16-17 for current expectations*)

“Focus” means that particular area that you are pointing to as your area of specific expertise. “Blow-fly migration patterns,” “Peer-teaching in physics education,” “The role of X molecule in Y cancer.”

Introduction

- State your department/program/discipline, current title, what you are applying for, chosen area of excellence, and specific focus.
 - ORIENT readers who don’t know anything about IUPUI (external reviewers) or your discipline (school or campus readers)
- Explain any aspects which are interdisciplinary or unusual for your department or discipline

Description and discussion of excellence

- Re-state in more detail your area of focus
- Discuss 3-5 specific research products or projects; discussion should not be a *listing* but an *analytical presentation highlighting what is important and innovative*
- Briefly state the venues in which it has been disseminated. Full information is provided in the CV and the chair’s assessment.
- Summarize evidence of the impact of your work (for NTT: summarize how you have disseminated the work outside your department/school).
- Show how you are able to maintain, sustain and grow your focus area (if applicable, grant funding goes here)
- Provide specific plans for the future, showing a continuity between previous, current and future work.

Demonstration of satisfactory work in other areas

- State briefly other areas of your responsibility and how you fulfil expectations of your program and school.
- Refer to concrete evidence elsewhere in the dossier

Conclusion

- State how you will continue to grow and perform as a faculty member at IUPUI.
- Goal: thoughtful, knowledgeable, enthusiastic, and clearly written for non-specialists

AVOID JUST PASTING IN YOUR CV