

CANDIDATE STATEMENT GUIDE-TEMPLATE-OUTLINE
Version TT-R¹⁺

Disclaimer: This is a *style guide* and is only advisory. It is based on previous successful candidate statements—it represents observed data, not a constructed ideal.

- Consult online sample dossiers.
- Ask at your department and school.
- Have at least one person outside your department (discipline) read your draft.

Required format:

- Typeface must be size 10, 11, or 12
- Length (single-spaced) is no more than 7 pages [this will be about 2,500-3,500 words]; you may use 5 pages and then place a 2 page-statement in the main area of excellence, but most faculty choose 7 pages.
 - If your school or department requests it, an additional separate “diversity statement” may be appended here, but it is not part of the ‘candidate statement’ content or page length.

Outline

Introduction

Paragraph ONE [may be omitted, go directly to paragraph TWO]

Who you are: how you came to your area of academia, how you came to IUPUI, what your main passions are, what motivates you, what your life goals are.

Paragraph TWO

What you are applying for and why. State your name, rank / status you are seeking, department (and discipline), and area of excellence. State your primary focus or claim to prominence, both in technical/disciplinary terms and in lay, ‘why it matters’ terms.

Subparagraph of TWO or paragraph THREE

Preview the statement as a whole: state that you will be covering area, area, and area, and concluding with a summary and goals for the future.

:::all of this = no more than ½-1 page, or 250-500 words:::

¹ This version as of 9/2//2021 focuses on the tenure track, research-area-of-excellence track. It contains notes about adaptations to clinical and lecturer tracks, and to other areas of excellence. It does NOT include the Integrative DEI format.

Section Header—Section One—Area of Excellence [research example]

Paragraph ONE:

Your research focus. You may include sub-areas or multiple areas of focus, but be sure to describe themes or aspects which unite them.

Optional: summarize your numbers of publications / venues / grants (“10 peer-reviewed presentations, of which I was primary author for seven”). *Totals must be consistent with what your chair or others would conclude from reading your CV.*

Paragraphs TWO-FIVE:

Your signature work products. Briefly describe/identify them in both technical and lay terms. You may organize them thematically or chronologically. Be consistent with the ‘three to five’ section of the research folder in the dossier. You may combine multiple publications or other disseminated products if they represent a series or consistent direction of research. You can point readers to the “three to five” section of the research folder in the dossier for additional information.

For **multi-author, multi-disciplinary** work, indicate your own unique contribution. How was your part indispensable? What did you independently make possible? What was your contribution to advancing knowledge in that area?

Include: grant support if applicable; involvement of IUPUI graduate or undergraduate students; how (if) this research contributes to your teaching.

Paragraph SIX:

Impact and future plans: State or re-state the importance of your work (this has been cited, this has been used by xxxx), and indicate the next directions.

::::all of this, approximately 3-4 pages or 1500-2000 words::::

Section Header – Section Two and Three² – Non-area of Excellence A [e.g. Teaching]

Paragraph ONE [can be very short]:

Your commitment to the area. That you understand and appreciate the importance of teaching / service for your students, colleagues, department, school, campus, as appropriate. Indicate how your area-of-excellence informs your teaching/service.

² Only tenure track faculty and librarians will have three areas. For clinical and lecturer there will be two (the main, and one secondary). For research faculty, there will be only research with possibly one paragraph on service.

Paragraph TWO-FOUR:

Summary of your **contributions**.

- For teaching,
 - Describe in brief sentences (not a table—use a table elsewhere) your most important courses, any new courses, what levels and size of classes; curricular developments.
 - Show that you have taken professional development (workshops, resource) peer input, and student experiences and continually improved your teaching.
 - Mentoring and student achievement at the graduate level can be mentioned here or potentially as a paragraph in Research if it illustrates the workings of a laboratory/research group you organize.
- For service,
 - Describe in brief sentences your most important committee/service roles inside IUPUI and (for tenure track faculty) within the discipline/scholarly community (for clinical, within local or regional professional organizations.)

For a research-TT case, typically:

- 1-2 paragraphs, up to 1 page for teaching; ½ page more if describing undergraduate or graduate research-oriented teaching
- 1 paragraph campus service
- 1 paragraph discipline/organizational service, particularly that which shows a growing reputation in the field.

For a clinical or lecturer case whose main area of excellence is teaching:

- 1 short paragraph on ordinary departmental work (e.g. search committees, admissions committees).
- 1-2 paragraphs about special or distinctive service, especially as it supports the area of excellence.

For a clinical case whose main area of excellence is service:

- 1 paragraph: describe the type of teaching (engagement with learners) done since this is likely to be unique/non-classroom.
- 1 paragraph: comment on teaching improvement, innovations, extensions. Mention using learner and peer input to improve.

:::all of this: approximately 1-1.5 pages (500-750 words):::

Conclusion

Paragraph ONE:

Summarize **the distinctive impact** you have made on scholarship / teaching / service, and mention the main indicators. (possibly an additional paragraph of indicators).

Paragraph TWO:

Plans for the future: primary investigations (research) or development (teaching), with 1-2 sentences about future non-area-of-excellence plans.

::::all of this: ½ page or about 250 words::::

Checklist

Ensure that you do these:

- ⇒ Check for grammar and spelling (use Word).
- ⇒ Check for editing errors (repeated or omitted words or phrases--try having someone read it out loud).
- ⇒ Generally, use first person singular ("I").
 - If you talk about "our" project, product, team, or accomplishment, always follow with "My contribution was."
 - DO NOT use third person ("Dr. Applegate") for yourself.
- ⇒ Compare your introduction to your conclusion; compare your signature accomplishments in the statement to the dossier section ("3-5 items"); compare your CV entries to any summaries ("I have 3 conference presentations").
- ⇒ Candidates who have received an extension of the probationary period should include the following in the Candidate Statement: "I received a one-year extension of the tenure probationary period, consistent with IU policy." (Or, two one-year, as applicable.) Do not include reasons or any personal medical information.

Required content from Guidelines (pp. 27-29):

- Candidates are cautioned to describe their work in **clear language** that can be understood by readers from other disciplines.
- The Candidate's Statement is a place for **reflective commentary** focused on the criteria for promotion and/or tenure.
- Candidates should especially address **their own assessment of the impact and significance or value** of their work to their discipline or profession to the unit and campus and to society as a whole.
- The Candidate's Statement should address the **interrelated aspects** of a whole, integrated career. Few candidates make sharp distinctions among the various aspects of their work as they do it, and the statement should indicate how the candidate views the integration of these aspects, even while assessing achievements in each. Special attention should be given to work that cuts across specializations and disciplines and that helps integrate and apply knowledge to broad patterns of intellectual activity.

- The candidate's case for excellence should be made in relation to department, school/unit, and university **criteria**.
- As appropriate, the candidate should discuss their **grant history** including their success and commentary regarding grants that were submitted but not funded.
- Candidates should explain how their **[university] service** has contributed to the common good of the campus and university and how these contributions reflect department and school/unit expectations.
- Candidates should also indicate the prospects for **continued personal development** in their defined areas of professional activity; Faculty members should state specific **plans** for a research or creative activity agenda, for a plan to enhance teaching effectiveness, for excellence in performance, and for continued participation through professional service in their profession, the campus, and a community, as appropriate to their areas of responsibility.
- Candidates who seek advancement based on **excellence in professional service** should be able to demonstrate that such service is, in fact, academic work, which has significant results that have been communicated or disseminated in such a manner as to be reviewed by peers. The application of criteria to professional service should be clear, and professional service must be clearly related to the mission of the university, campus, and school/unit.

Independence:

- Candidates should make clear to readers their independence and the impact of their work.
- Candidates engaged in interdisciplinary work or team science should make every effort to represent their contribution to collaborative scholarship clearly, as well as the significance and value of any interdisciplinary approach they are pursuing. Candidates should carefully document their individual contributions within this context and should also demonstrate some level of independent research beyond the team science work.
- Candidates should be careful to provide clear and sufficient information about their individual roles in collaborative projects, publications, presentation, or grants.

Work Prior to Rank

- The primary focus of the statement of accomplishments is work completed in rank. Work done prior to rank can be noted if it provides context for current work and/or speaks to the candidate's impact and reputation in the field. It should be noted *as such* (as work prior to rank).

Accomplishments = work in rank
(ideally, work at IUPUI)

Reputation, Impact = everything