

Dean's Office / Department Contacts Meeting

August 23, 2012

1:00 PM

2012 Review File Preparation Information

1. File Deadlines – See Handout A
 - ✓ Note that Normal Merits are due two weeks earlier this year
 - ✓ Deferral request are due in October
2. AP-OnLine File Types - See Handout B
3. Converting to .pdf vs. scanning
 - ✓ Quick tricks to convert
 - ✓ Using electronic signatures (inserting a stamp, inserting a text box, inserting a picture)
4. References
 - ✓ Avoid collaborators
 - ✓ Advise committees to not excessively quote
5. MOS and BOS – See Handout C
 - ✓ New, Maintained, Rest, etc.
 - ✓ Fully justify
6. Self-Statement
 - ✓ Should be brief, should be written such that you and I can understand them. Charts, graphs, etc. are unnecessary. The point is to describe accomplishments and significance of contributions in the various categories. Think of it as a more filled out picture of the rest of the file. It's the candidate's opportunity to sell his or herself.

7. Teaching Evaluations
 - ✓ Provide *all* possible evaluations. Address ones that could not be find (i.e. why not?)
8. Pubs
 - ✓ Please provide in folders with Candidate name and return mailing instructions.
 - ✓ Send pubs when file is submitted
9. No paper files.
10. Read the previous review file outcome and address issues as necessary this time around.

JSOE AP Website Re-Design - See Handout D

Questions Comments: