Teaching, Research and Service Statements are critical to well-organized and thoughtfully-prepared Reappointment, Promotion and Tenure (RPT) and Post Tenure Review (PTR) portfolios. These statements should not simply restate what is found on the application or on the CV. Rather, their purpose is to encourage faculty to reflect upon the larger picture or the coherent whole of their work, as they move through their careers as teachers, scholars and citizens of the academy. If a coherent whole does not emerge in these reflective statements, this might be a signal to the faculty member that they need to be more purposeful or intentional about the direction their lives have taken and will take in the academy. These statements can be used by Chairpersons as a part of a mentoring toolkit. They should be reviewed and revised as the faculty member moves throughout his/her career.

Faculty should consult their Chairpersons to determine if disciplinary differences or other matters require adjustments to the specifics of these Guidelines. Links to useful statement websites are pasted below. Do a Google search for others.

**Cover Letter** (addressed to Department Chairperson and/or Dean Goldie S. Byrd)

Please Note: The original Guidelines advised faculty to include a cover letter at the beginning of their portfolio. Faculty may still provide such a letter. However, to adhere to the 125-page limitation of the new electronic dossier submission guidelines, some faculty may opt to omit the cover letter.

- Statement of the action being sought: reappointment, tenure and/or promotion application or PTR.
- Overview of teaching, research and service accomplishments and contributions over a specified period of time: one year for reappointment to the second contract; three years for reappointment to the third contract; five years for tenure/promotion; five years for promotion to full professor; five years for PTR.

**I. Teaching Statement** (first page of Teaching Section)

- Brief statement of teaching philosophy, such as learning goals/objectives in the field/discipline, the role of faculty in student success and in student character development, etc.
- Overview of courses taught and new courses developed.
- Teaching methods used to achieve goals/objectives.
- Innovative approaches used in teaching.
- ATL and other teaching/development workshops attended.
• Methods of assessment and improvements made in courses, based on assessment.
• Useful website, of which there are many:
  http://www.celt.iastate.edu/teaching/philosophy.html

II. Research Statement (first page of Research Section)

• Brief statement of research philosophy: faculty member's view of the role of research/scholarship/creative work in his/her development as an academic, in institutions of higher learning, at STEM institutions, at HBCUs, in student success, etc.
• Overview of record of research/publications/creative works: where they fit in the field/discipline; their contributions to the field/discipline; where applicable, their interdisciplinary fit and contributions; the quality/competitiveness of journals, publishing houses or juried shows, etc.
• Collaborations: how these are sought and sustained; their value in faculty member’s research.
• Overview of grants sought and won: competitiveness of funding agencies; amounts sought; amounts awarded; outcomes of research conducted; how past awards leveraged subsequent awards.
• Future research trajectory.
• Three of many useful websites:
  http://www.slideshare.net/UO-AcademicAffairs/writing-a-tenure-statement-2011
  http://www.gradschool.cornell.edu/career-development/put-your-qualifications-writing/research-statements
  http://artsandsciences.virginia.edu/gradschoolcareer/academiccareers/applicationmaterial/s/trstatements.html

III. Service (first page of Service Section)

• Brief statement of service philosophy, such faculty member's view of its importance to the Department, College and University and to the development of the faculty member him/herself (e.g., leadership development).
• Overview of service contributions to Department, College, University and profession, including the faculty member's roles on committees.
• Future service trajectory and where it fits in the faculty member’s service philosophy.
• Useful website:
  http://www.slideshare.net/UO-AcademicAffairs/writing-a-tenure-statement-2011

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