**Preparing for Academic Advancement**

**Program Description:**

This session on academic advancement provides an opportunity to understand and discuss:

* Curriculum vitae standards for the promotion & tenure dossier
* Ways to document teaching, research, and service achievements in the curriculum vitae and advancement dossier
* The "ins and outs" of letters of evaluation
* Content differences between advancement and tenure dossiers
* Examples from successful dossiers
* Faculty questions about the advancement & tenure process

**Purpose and Objective:**

**Purpose:**The Academic Advancement Preparation Workshop takes the "mystery" out of preparing your academic advancement dossier.  
**Objective:**Designed for faculty who are approaching promotion and/or tenure review in the next 18-24 months this workshop provides information and examples faculty can use to describe and document their work, accomplishments, and products resulting from teaching, research/scholarship, and service.

**Upcoming Workshops**

**Register at:** ouhsc.edu/facdev

**Friday March 25, 2016**

Preparing for Academic Advancement Workshop

9:30 AM - 11:30 AM -

**Friday May 6, 2016**

Preparing for Academic Advancement Workshop

12:30 PM - 2:30 PM

**The Curriculum Vitae: Representing Your Academic “Pedigree\*,” Presence, Productivity & Potential**

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| **Who Should Attend?**  ***Do you wonder if your curriculum vitae includes all the information necessary to accurately represent you in the academic evaluation and promotion process? If so, this workshop is designed to help you answer that question clearly.*** |

  Register for this workshop if you are a faculty member who wants to verify or improve how to:

* clearly document your work in the curriculum vitae
* strengthen listed work experience and accomplishments
* identify quantitative and qualitative benchmarks for teaching, research/scholarship and service, and
* Identify “gaps” to address in preparation for academic career promotion
* Discern expectation differences for CV content as you advance in academic rank

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| **Objective:**  Bring your CV. No need to update it in advance. During this workshop we break the CV into components and identify specific tips, tools and examples for: 1) Documenting academic and experiential preparation; 2) Specifying productivity benchmarks for teaching, research, scholarship and service that can be emphasized in the CV; 3) briefly highlighting accomplishments and continued learning. Each area is used by internal and external evaluators when assessing faculty capabilities and readiness for advancement or recognition. |

**Purpose:**

Your \*academic “pedigree” is your *academic family history* and lineage, your present work, and hints of your future promise. It is represented in your curriculum vitae by your education, experience and work products. The differences between a resume and a CV are substantial. Although you may use both in your career the academic CV will play a unique and important role for you as a faculty member.

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