You will be asked to provide a personal statement and your current CV. The full citation (including beginning and ending page numbers in book chapters, journal articles, and proceedings) to published works must be provided. In describing co-authored works, the description "with" is not acceptable. Instead, the exact published order of authorship must be indicated. Please indicate which publications are peer-reviewed.

You also will be asked for copies of your course syllabi as well as copies of any publications and manuscripts you have completed during your current appointment.

Your personal statement affords you an opportunity to summarize your professional accomplishments and plans. The content and organization of your statement are at your discretion, but you may wish to include the following information:

- A description of your teaching philosophy and objectives, including past and planned course and curriculum development
- A description of your professional service activities, both at Vanderbilt and elsewhere
- A description of the major themes of your scholarship

Your personal statement should be no longer than ten double-spaced pages (12-point type, 1.5 inch left margin and 1.0 for others).

As you develop your statement, you should feel free to consult with faculty colleagues in your department.

In the fall semester faculty colleagues will ask to observe your teaching. Their reports will supplement student evaluations of your teaching. You are welcome to provide any other information you wish regarding your teaching.

In January you will have an opportunity to review your fall teaching ratings and, if you wish, comment on them in writing. Also, you should make sure you have supplied any relevant materials (e.g., a new manuscript) that were not ready or available in the fall. Please consult your department chair regarding the deadline for submission of these items.

Late in the spring semester your department chair will meet with you to discuss the results of the review.

We anticipate that your official reappointment letter (from the Dean of Peabody) will be sent late in the spring semester, depending upon the timing of approval from the Provost’s Office.

It is important to keep in mind that a central focus of this process is to help maximize your professional development.