Tracking and Documenting Your Accomplishments
Survive and Thrive in the MSU Tenure System
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Setting the Context

• Why is documentation important?
• What should you document?
• How to document?
• What are the uses of documentation?
Why is documentation important?

- Helps make the case for who you are, what you have accomplished, and your expected future trajectory

- But…
  - You can’t document what you don’t remember
  - You can’t document what you don’t have evidence to support.

Documentation demonstrates who you are as a scholar:

- What questions you address
- How you situate your work
- What the synergies or connections are across the components of your work
- The impact you are making
- Your path to date
- Your trajectory as you look forward
- Your vitality and excellence as a faculty member
What should you document?

• All aspects of your work
• Teaching
• Research
• Service and Outreach
• The connections across the components of your work

How to document your work?

• Establish a system for record-keeping
• Be consistent, systematic, and organized
• Archive each significant event and benchmark in your professional career
• Seek and plan ways to demonstrate impact
What are the uses of your documentation?

- Annual reviews
- Tenure and promotion review processes
- Easy access of information for your own use
- Sharing with colleagues or those who request information
- Self-reflection on your progress and impact over time

General Suggestions

- Develop compelling evidence
- Know the expectations and norms for dossiers
- Seek feedback on your dossier
- Start to prepare materials early
- Have a system to document your work
Video to highlight details of documenting

- Video speaker: Punya Mishra
- Documentation Ideas from Ann Austin & Punya Mishra

Summary of Materials to Gather and Record

- Teaching
- Research
- Service and Outreach
Teaching: The Basic Information

• **Formal Classes**
  • Schedule, class size, format
  • Syllabi, course material
  • Exams and grade distribution
  • Student evaluations and summary scores

• **Workshops, Seminars, etc.**
  • Format, materials, evaluations

Teaching: The Basics

• **Advising and Mentoring**
  • Load of formal advising
  • Mentoring relationships
  • Students supervised in independent study, clinical work, internships, thesis projects

• **Supervision and Training of Graduate Students**
  • Research supervision
  • Teaching Assistant supervision
  • Special projects
Teaching: The Basics

• Course and Curriculum Development
  • Development and redesign of courses
  • Teaching materials developed
  • Simulation, out-of-class experiences designed

• Professional Activities
  • Professional development activities
  • Instructional research and grants

Teaching Documentation

• Reflective Statement
  • Your philosophy and approach
  • Your intended learning outcomes for students
  • Your teaching methods—and rationale
  • New approaches and innovations you have developed
  • Impact on students—outcomes assessment, unsolicited comments
  • How you interpret your teaching evaluations
  • How your teaching has changed over time and why
Research: Basic Information

• Products of Research
  • Books/monographs
  • Book chapters
  • Articles in refereed journals
  • Creative works—exhibits, performances
  • Edited works—journals, other publications
  • Presentations at scholarly/professional meetings
  • Other papers, reports, reviews

• Funded Projects
  • Grant proposals—funded and non-funded
  • Grant management—budget, staff
  • Reports

Research

• Involvement in the Discipline
  • Manuscript reviews
  • Grant evaluation panels
  • Leadership activities in scholarly societies

• Standing in the Discipline
  • Journal rankings
  • Citation analysis
  • Reviews and published reactions
  • Awards and honors
  • Invited activities
  • Unsolicited testimonials
Research

• **Reflective Statement**
  
  • Overall direction and purpose of research
  • Areas of emphasis
  • Rationale for selecting these areas of focus
  • Methodologies selected and affordances/limitations
  • Overall statement about impact
  • Future plans and issues to be addressed

Service

• **Service within the University**
  
  • Department, college, university leadership roles
  • Department, college, university committees
  • Task forces and reports

• **Service to Scholarly/Professional Organizations**
  
  • Leadership roles—elected and appointed
  • Committee memberships
  • Reports
  • Conferences planned
Service within the Broader Community

• Activities Disseminating Knowledge
  • Consultation and technical assistance to organizations
  • Public policy analysis for agencies and organizations
  • Publications for audiences outside the field
  • Interpretations of technical information for public
  • Testimony before legislative bodies
  • Expert consultation for the media

• Evaluation and Development of Products
  • Program or policy evaluation research
  • Contract research and consulting

Service within the Broader Community

• Partnerships with Agencies
  • Collaborations with agencies to develop policies or procedures
  • Economic and community development work
  • Expert testimony
  • Development of programs in educational/cultural orgs

• Clinical Service
  • Diagnosis and treatment of clients and patients
  • Supervision of staff in clinical settings
  • Conducting clinical-related conferences

• Other Forms of Service
Service: Additional Ideas

• Evidence of Evidence
  • Invitations
  • Proposal reviews
  • Awards and honors
  • Published reactions
  • Collaborations
  • Unsolicited testimonials
  • Program evaluations
  • Outcomes assessments
  • Constituency reactions
  • Examples of change related to your work

Service and Outreach

• Reflective Statement
  • Overall direction and purpose of service/outreach
  • Areas of emphasis
  • Rationale for selecting these areas of focus
  • Overall statement about impact
  • Future plans
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