

Suggestions for Successful Applicants

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Start early and carefully read all parts of form Follow instructions

Dedicate a filing cabinet drawer or equivalent, and stock with file folders for each of the following sets of information:

- Names of referees as you think of them at meetings or reviews with:
 - Complete titles,
 - Contact information, and
 - Working relationship to you
 - Be prepared to defend in terms of home university ranking, and discipline recognition

- Complete copies of all publications as they are published
 - Where there are co-authors get statement of percentage of contribution in areas of
 - Idea generation,
 - Research,
 - Writing,
 - Publishing placement
 - Rate of acceptance or publication distribution/sales of books or records of library acquisition

- Complete copies of syllabi – as the courses are taught each semester
 - All teaching evaluation numbers and comments, then select the additional questions to include on the form
 - Insert teaching materials where illustrative

- Collect documentation from conferences, committees, numbers of articles you reviewed as referee, etc., as soon as you have attended, reviewed, etc.

- Build a summary statement about your work that is drafted and redrafted with sections that could stand alone but read well as a unified document that includes
 - A teaching statement/philosophy
 - A research statement/philosophy
 - A service statement/ philosophy

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