



Preparing for Your Retention Review

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In any order, tell us:

- Who you are in your department.
- How anxious you are about retention, on a scale from 1-10 (10 being very anxious)

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Preparing for Your Retention Review Series

1. CV & Timeline Plan
 - Today!
2. The File
 - Early Spring 2021
3. [one-on-ones with Myra]
 - Reach out to schedule, as needed
4. Personal Statements
 - Mid-Spring 2021

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Retention File Audiences

1. [Shared-appointment Unit] (by October 5)
2. [Subcommittee]
3. **Department/School RPT Advisory Committee** (October)
4. **Chair or Director** (Late October)
*You have an **opportunity to respond***
5. **College RPT Advisory Committee** (Mid-November)
6. **Dean** (December/Early-January)
*You have an **opportunity to respond***
7. [UPTAC: 1- or 2-Department College/School *and* any “nos”]
8. **SVP** (April-ish) (decider, unless recommendation is “no”)
*You have an **opportunity to appeal** (see University Regulation 6-303)*
9. President (decider, if SVP recommendation is “no”)

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1. Read each groupmate's CV quickly.
2. Note strengths that jump out at you.
 - in the CV itself
 - in the preparation for retention
3. Note any opportunities for improvement.
 - in the CV itself
 - in the preparation for retention
4. Discussion

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- Use official categories: education, employment, research, teaching, service
 - [department might have a required structure]
- create subcategories, if appropriate to your discipline/you
- categories/entries should emphasize achievement (not information):
 - e.g., course title rather than course numbers
- Think about audience
 - E.g., write out acronyms, include dates, 12-point font, 1.0-inch or 1.5-inch margins, consistent font/formatting, page numbers, venues
- Don't use forthcoming
 - Instead use: in press, accepted/under contract, revise & resubmit, under review, submitted, in progress
- Clarify your role in collaborative work
- Don't include: non-competitive grants, graduate school activities (?)
- Don't pad, repeat/duplicate, stretch the truth, hide by omission, or lie
- Date your CV

Individual Work Session

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and Q&A

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State one important thing
you learned about CVs

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Retention File

Research

Teaching

Service

Self-Care

Other responsibilities

Suggestions from previous reviews

Where are you in relation to previous reviews?

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Wrap Up

Remaining questions and discussion.

THANK YOU!

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