Workshop Purpose: An interactive workshop designed to help junior faculty navigate successfully through the academic personnel process. Focus is on the self-statement, but other issues will be covered. Attendees are required to bring a word-processing laptop device and their most recent or upcoming self-statement to the workshop.

Agenda:

8:30a.m. – 9:00a.m.  Registration/Continental Breakfast

9:00a.m. – 9:10a.m.  Welcome and Explanation of Structure of the Workshop
                     Ameae Walker, Vice Provost for Academic Personnel

9:10a.m. – 9:40a.m.  Stages in the Academic Personnel Review Process
                     Ameae Walker, Vice Provost for Academic Personnel

9:40a.m. – as needed Working Session on Self Statement

11:30a.m. – 12:00p.m.  eFile – common mistakes
                        Networking – presenting your work
                        External Letters – other aspects related to extramural letters
                        Questions?