

## JUNIOR FACULTY WORKSHOP: Navigating the Academic Personnel Review Process

Fall 2015-2016AY

Tuesday, September 22, 2015

8:30am – 12:00pm

Alumni and Visitors Center

**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:

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| 8:30a.m. – 9:00a.m.   | <b>Registration/Continental Breakfast</b>  |
| 9:00a.m. – 9:10a.m.   | <b>Welcome and Explanation of Structure of the Workshop</b><br>Ameae Walker, Vice Provost for Academic Personnel   |
| 9:10a.m. – 9:40a.m.   | <b>Stages in the Academic Personnel Review Process</b><br>Ameae Walker, Vice Provost for Academic Personnel  |
| 9:40a.m. – as needed  | <b>Working Session on Self Statement</b>   |
| 11:30a.m. – 12:00p.m. | <b>eFile</b> – common mistakes<br><b>Networking</b> – presenting your work<br><b>External Letters</b> – other aspects related to extramural letters<br><b>Questions?</b> |