

NEW ENGLAND FUTURE FACULTY WORKSHOP

Application Packet Evaluation Form

Applicant:

Reviewer:

Statement Review

<i>Instructions:</i> Evaluate each set of application materials based on the categories below. Leave items blank if you have insufficient information to draw inferences in a given area.	Poor				
	Fair				
	Neutral				
	Good				
	Excellent				
RESEARCH STATEMENT					
Demonstrates in-depth skill in specific knowledge area	1	2	3	4	5
Demonstrates knowledge in a variety of content areas in their field	1	2	3	4	5
Has made or has the potential to make a substantial impact on research in their field	1	2	3	4	5
Has defined a programmatic line of research	1	2	3	4	5
Has the appropriate balance of past and future work described	1	2	3	4	5
TEACHING STATEMENT					
Expresses enthusiasm for instructional component of faculty job	1	2	3	4	5
Can describe courses they are capable of/interested in teaching	1	2	3	4	5
Provides evidence of teaching effectiveness as appropriate for their level	1	2	3	4	5
Effectively communicates a teaching philosophy	1	2	3	4	5
Demonstrates a commitment to inclusive teaching	1	2	3	4	5
DIVERSITY STATEMENT					
Knowledge about diversity, equity, and inclusion in their field/higher education	1	2	3	4	5
Track record in advancing diversity, equity, and inclusion	1	2	3	4	5
Specific plans for advancing diversity, equity, and inclusion	1	2	3	4	5
Focus on systemic issues and goals	1	2	3	4	5
Appropriate/limited use of personal story	1	2	3	4	5

CV Review

<i>Instructions:</i> Evaluate each set of application materials based on the categories below. Leave items blank if you have insufficient information to draw inferences in a given area.	Poor				
	Fair				
	Neutral				
	Good				
	Excellent				
CV					
Has a degree/experience in a relevant field	1	2	3	4	5
Has published in peer-reviewed outlets (or as appropriate withing discipline)	1	2	3	4	5
Evidence of Collaboration or potential for collaboration within the field	1	2	3	4	5
Evidence of ability or potential to secure research funding	1	2	3	4	5
Evidence of prior effective mentoring or training experience	1	2	3	4	5

CV Structure and Content Feedback¹

Heading	Full Legal Name & Contact Information	
Personal Statement²	OPTIONAL. Concise statement of professional interests and career goals. Is it a value add?	
Education	Degree/s earned (include institution, location, and dates). Reverse chronological order	
Research Experience	Position held, employer, location, and dates. Include list of specific achievements for each role. Note that this section could also be called Academic or Training Experience	
Teaching Experience	Position held, employer, location, and dates. Include list of courses, topics, and student level for each role	
Funding	Include separate sections for active and pending funding for both external and internal grant opportunities	
Publications	Include full reference for each publication, highlight name in author list. Have separate sections for journal articles, book chapters, patents, and non-scientific contributions	
Presentations	Highlight whether an oral presentation (particularly if invited, or keynote), location, organization, and dates	
Awards and Scholarships	Reverse chronological order, don't use specific abbreviations	
Mentored students	Name, dates mentored, next position	
Leadership & Service	Broken down by discipline, university, and department as appropriate, include dates	
Professional affiliations	Organization, years of membership, role/title if held	

CV Readability and Formatting

Standard font, Times New Roman, Arial, or similar	
Appropriate font size (size 11-12 for body text, size 14 for name)	
Monochromatic design (mostly black, white, and gray with subtle, if any, use of colors)	
Design elements and layout are consistent	
Headings are distinguishable	

¹ Additional information for the candidate - the order of the CV will depend on the kind of institution that you are applying to. A Liberal Arts College will want to see your experience teaching upfront, while a R1 institute will place a greater emphasis on publications and funding held.

² Often a personal statement is not required on a CV as there are other opportunities to include narrative discussion. However, should a personal statement be included please take the time to assess its relevance and value add to the candidates CV.

Please identify four strengths within the application packet. What should be kept and why?

Please share any advice or guidance that would improve this application packet. Please be as concrete as possible. Guidance may include content and ways to expand statements, document formatting, recommendations for document length, etc.

Based on the current application packet, what type of institution is this application packet positioned towards?