

Texas A&M AgriLife Research and Extension Service Guidelines for Developing the Candidates Dossier

Guidelines on Writing 3-Page Impact Statement

Overview

The 3-page personal statement should help translate your experience detailed in the CV into a narrative for how the whole body of work has been valuable and impactful. Keep in mind this narrative should be accessible to a broad audience, thus be careful with overly technical or specific details and jargon.

- In this statement, you make your case while clarifying and putting into context any perceived weaknesses or uncertainties in your CV. The recommendations in the following list are meant to prompt your recognition of evidence for value and impact within your experience to date. Clearly not all these examples will apply to everyone.
- This will be the first document in the packet. The document may be up to 3 single-sided pages in length, 11pt (allowed minimum), Arial font, single spaced, with one-inch margins.
- The summary should reflect the philosophy of the candidate and describe how the candidate has translated this into impacts in their field of discipline and to local and national stakeholders. It should show disciplinary leadership at the career stage of the candidate.
- 100% Extension ad loc. Candidate Statement - A statement on Extension, scholarly contributions and research, academic teaching, and student mentoring (if applicable), and service, as defined in their position description will be provided by the candidate. This will be the first document in the packet. The document may be up to 3 single-sided pages in length, 11pt (allowed minimum), Arial font, single spaced, with one-inch margins.
- 100% Research Candidate Statement - A statement on research and, scholarly contributions, academic teaching and student mentoring (if applicable), and service/outreach activities as defined in their position description will be provided by the candidate.
- Joint Research/Extension Appointment Candidate Statement – A statement should follow the format of the majority appointment: with the addition of a separate Extension section (included in the 3-page Impact Statement) added to the summary of a faculty member with a majority Research appointment and a scholarly contribution/research section (included in the 3-page of Impact Statement) added to the summary of a majority Extension appointment.

Address your perspective on past, present, and future performance and accomplishments

- Your statement, in conjunction with the annotated CV, should make the case that good Programming ideas are coming to fruition and that there is evidence of future promise.

Ensure the statement is well-reasoned, well-elaborated, and well-written

- Write to engage and be understood by both a general academic readership and by a professional readership comprised of the departmental and external reviewers.
- Write in language that is understandable to readers from diverse disciplines.
- Make it jargon free, enlightening and exciting.
- Advocate for yourself but be factual; confident but not boastful.
- Make this your best writing. It is not uncommon for outside evaluators to use your comments in their written evaluations.
- DON'T make it a chore to read your personal statement
 - Emphasize primary areas of strength
 - Avoid excessive detail, explain selected examples well
- Explain critical terms in a simple and clear way
- Be optimistic yet realistic
 - If you cannot be positive about your contributions, few others will think they should be
 - Portray things in their best light, but don't over-reach—readers may call your bluff

Provide a narrative that puts your accomplishments in context, avoid simply reiterating facts from your CV

- When you show impact numbers, describe how the data for the numbers were obtained.
- Convey what is exciting about your Program activities
 - Describe the innovative approaches or cutting-edge aspects of your work
- Emphasize the broadest implications of your work
- Highlight potentially hidden strengths
- Address perceived weaknesses
 - Imagine your worst critics – use your statement to undermine their case
 - Be honest – acknowledge weaknesses, but demonstrate how you have overcome them
 - Explain gaps in your record, contextualize the strategic choices of your career
 - Demonstrate that you recognize the issue, you have learned from it, and you have moved forward in an appropriate and professional way. A narrative reflection on success and challenges can help reviewers understand inconsistencies in your record.

- An example: If you had a series of poor evaluations for a period, you need to address it.

Make the case for contributing to the overall programmatic stature of the unit

- Describe evidence that you are widely perceived as outstanding among peers.
- Explain the ways you are instrumental in advancing the programmatic needs of your unit.
- Explicitly address your contribution to strategic initiatives for your unit, the Agency, AgriLife and the Texas A&M University System.
- Focus on value and impact of your efforts in all areas of responsibility.

Guidelines on Candidates CV

Overview

The *curriculum vitae* will reflect experiences and development in the candidate's career in Research and Scholarly Service and/or Extension. It provides an overview of the candidate's academic and programmatic accomplishments.

- Candidate's CV should include:
 - Identifiers to include demographic information education background, years of service, years of service in current rank, department, unit, center and actual appointment. Do not include any personal information, i.e., home address, marital status, children, birthday, citizenship, UIN, SSN, etc.
 - The candidates Extension accomplishments section for Extension ad loc. faculty and Research accomplishments section for Research ad loc. faculty.
 - Additional categories in which the candidate has shown contributions that align with their position description.
 - Annotate your CV, as needed, to highlight the impact of your work and your specific contributions.
 - Activities within each category should be listed from most recent to older activities (reverse chronological order).
 - When serving as a co-PI on a grant, the candidate needs to provide (1-2 sentences) describing the unique role of the candidate to the project. Insert this statement under the grant information.
 - The total value of the support received, and the amount/value dollars directed by the candidate should be included in the AgriLife Research – Extension Service Summary Chart for Grants and Other Funding.

AgriLife Research and Extension Service Summary Chart for Grants and Other Funding:

- Should outline the candidate's activities in obtaining support for programming.

- Should include internal and external grants, contracts, commodity support, gifts and user fees from programming efforts and services offered.
- May include in-kind contributions.
- The total amount/value of the support received, and the amount/value directly attributed to the candidate should be included.

CV Format & Guidelines

- The *curriculum vitae* should be concise, and padding should be avoided.
- List refereed publications (or other types of scholarly or creative works) separately from those that were not refereed and label the lists accordingly. Provide complete documentation for each citation, including the venue, date of publication and page numbers. If web link is available include that for refereed and non-refereed publications.
- Items that have been accepted but not yet published should be so labeled.
- Items that have been submitted but not yet accepted, or under preparation, if included, should be listed in a separate clearly labeled list.
- Indicate any undergraduate, graduate student or post-doc coauthors mentored by the candidate (past or present) using a clear label.
- Make sure to describe authorship protocols within your discipline, specifically the order of authors, and your contribution as co-author if you are not the lead author.
- Be accurate about reviewing duties and service duties etc. on committees, in professional organizations, and in stakeholder organizations.
- Report honors and awards in reverse order chronologically.
- Additions or changes to the CV after initial submission may occur at any level, prior to the deadline for submission of the final dossier to the Agency(s) Director's office.
- There is not a mandated CV template. Departments may have specific formatting requirements. Please refer to department guidelines for detailed information.
- A commitment to service is an expectation of all faculty in professorial titles. This includes service within the institution and externally. This might include service to the institution, to students, colleagues, the department, college/school, and the university System. It may also include service beyond the campus, such as service to professional societies, research organizations, governmental agencies, the local community, and the public at large. Expectations for service vary by discipline, title, and rank.

**AgriLife Research and Extension Financial Program Support - Grants/Contracts/User fees/Gift/In-Kind Contributions
SUMMARY CHART
2023-2024**

Candidate Name (Last, First):	
Department:	
Candidates ad loc. Extension or Research	
Rank Sought:	

Type of Financial Support - Grant, Contract, User fees, Gift, In-Kind Contribution	Title of Activity, Grant Name, etc. as applicable	Funding Source e.g. Agency, Industry, Commodity, Council, Individual	External, Internal or International	Year(s) financial support received, e.g. 2020-2025	Amount		if Grant		Role: PI, Co-PI Cooperator
					Total \$ Financial Amount	\$ Directed by the Candidate	Type of Grant, e.g. R01, NSF CAREER, competitive	Funding Agency Grant Number	
GRANT TOTAL:									

Candidate Suggested Reviewers

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Candidate Do Not Contact List

(Please list any scholar who should not be contacted as an external reviewer, if applicable.)

- 1.
- 2.
- 3.
- 4.
- 5.

I certify that my suggested list of external reviewers meet the following criteria:

5 years since last collaboration or co-authorship

Not a coworker within last 5 years

Not a business partner

Not a professional partner

Not the candidate's thesis advisor (MS or PhD), or postdoctoral advisor

Not a family relation such as spouse, sibling, parent, or relative

From a peer or aspirant institution or another land grant institution

Holds the academic rank of Professor or, for promotion to associate cases, Associate Professor

Comments:(Please provide a justification below in the event an external reviewer does not meet the criteria, if applicable.)

Candidate Printed Name:

Candidate Signature:

Date: