

## PMYR STATEMENT HINTS

Average statement is 1,000 to 2,000 words, not to exceed 2,500 words.

The statement should cover your activities since your last PMYR or promotion review, and your goals for the future; you should spend most of your energy dealing with how you intend to achieve your goals in teaching, research, and service in the coming years. You also provide a current CV.

Your department chair/head will provide your teaching evaluations and annual faculty reports for the past six years and the current year, along with any supplemental materials that normally accompany your AFRs.

If you identify any deficiencies in your record, your statement is the place to explain them and to suggest remedies, or to request an emphasis in your workload that would render them insignificant. For example:

- If you aren't engaged in as much research as in the past, but have some special skills that could be of service to your department/college, propose to put them to use – e.g., scheduling, computer work, advising, etc.
- If you find yourself less interested in teaching than in previous years, but have a good research program, offer to bring junior colleagues into your research projects to improve over-all research productivity for your department.
- If you find you have grown to detest committee work, offer to become a teaching resource for the department – get up to speed on the latest uses of technology in the classroom and make yourself available to your colleagues to help them take advantage of new developments.

Your projected plan should emphasize the positive and outline any new initiatives you hope to take (and, any resources that would be helpful to you in achieving them). Be sure your plan is realistic and has relevance to departmental and college goals/programs.

Do be complete in your presentation but don't spend too much time on the past. Project yourself enthusiastically into the future and take as much of your allotted space as you need to do that. Your CV and AFRs will give a good portion of the history for you, so limited commentary should suffice. Emphasize your future and how you intend to achieve your goals.

Resources are available to you through the PMYR process (maximum of \$2,000 in developmental funds). You must submit your funding request via your personal statement. These funds can be used to fund research or other projects, buy equipment, etc.

In addition to this campus-wide pool, you will also be eligible – after completing your PMYR -- to submit proposals to the Center for Teaching and Learning for additional funds – up to \$3,000 – to support innovation or improvement in your teaching.