

IAS Promotion Committee
Recommendations for Candidate Materials

The Committee's method is not to compare one candidate against another, but instead to read with the grain of candidates' arguments.

Nevertheless, each year's candidates still compete with prior candidates' materials, leading to escalating portfolio length and complexity.

The IAS PC offers the following recommendations:

Digital Measures (DM) Reports

- Some reports are excessively long, and candidates are sometimes uncertain where to place materials, so they place them redundantly in multiple locations.
- Some reports also feature overly detailed captions for artifacts.

To address these concerns:

1. You can and should edit your DM report after it is generated.
2. While you *should not* remove necessary content or unique items from the report entirely, you *should* avoid repeating the same content in multiple places.
3. Know that if an item is placed anywhere in DM, the committee *will* see it, even if it is placed in a different location than where another candidate placed a similar item.
4. Consider moving longer explanations of pedagogy and philosophy into the narrative or into appendices.
5. Briefer, clearer captions are preferable.

Narratives

- Some narratives are more outlines or summaries of experiences, not opportunities to tell the candidate's story.
- Narratives sometimes closely resemble a DM report, featuring many bullet points and lists.
- Many candidates fail to take advantage of the executive summary feature in order to forecast and organize the story being told.

To address these concerns:

1. Share your narrative with a peer outside your discipline or with the IAS Liaison. Ask whether your story is clear and compelling to strangers.
2. Don't let the narrative take the DM report's job: the DM is like a flight recorder, while the narrative tells the story of your journey.
3. Clearly identify and emphasize a small number of personal themes that define your pedagogy and philosophy. Describe your role as a leader, mentor, and bearer of the college and university mission.

Appendices

- Some candidates pack a great quantity of material into their appendices without a guide to help the PC unpack the content.
- Some of this content may be unnecessary or distracting to readers.
- Important elements, such as evidence of assessment practices, may be hidden in the appendices.

To address these concerns:

1. Create a table of contents for each appendix.
2. Do not force five years of un-curated, disorganized material into the hall closet of appendices.
3. Don't include irrelevant or distracting artifacts
4. Instead, select key evidence to demonstrate and illustrate themes mentioned in the DM report and narrative.
5. Don't mention key themes only in the appendices: consider whether the theme should be presented more prominently in the DM report or narrative itself.
6. Do not include zip files that are unlikely to be opened and unpacked sight unseen.

Candidate Eligibility for Promotion

- The IAS PC reviews materials provided by candidates, departments, and colleges. These materials seldom contain adequate evidence for the committee to determine eligibility based on semesters in rank and semesters at UW-L, given complexities of part-time, full-time, Redbook, non-Redbook, and semesters granted from other institutions.
- Eligibility has traditionally been verified by Human Resources prior to the candidates beginning the promotion process.

To avoid confusion and possible ineligibility:

1. **Candidates must verify eligibility via the HR Dashboard**, and ideally through direct communication with HR.
2. Candidates should request that their departments verify eligibility beyond relying on the HR dashboard and communicate with HR on the candidate's behalf if eligibility is in doubt.
3. Confirmation of eligibility should occur at the beginning of each candidate's promotion journey, and then be confirmed before the candidate prepares promotion materials.