

# Tracking and Documenting Your Accomplishments

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## Setting the Context

- Why is documentation important?
- What should you document?
- How to document?
- What are the uses of documentation?



## Why is documentation important?

- Helps make the case for who you are, what you have accomplished, why it is important, and your expected future trajectory
- But...
  - You can't document what you don't remember
  - You can't document what you don't have evidence to support



# Documentation demonstrates who you are as a professional:

- The type of work you do
- What the synergies/connections are across the components of your work
- The impact you are making
- Your path to date
- Your trajectory as you look forward
- Your vitality and excellence in your role



# What should you document?

- All aspects of your work – the components related to your assigned duties, and all of the extra responsibilities you take on. Typically, you will organize your documents around three key categories:
  - Teaching
  - Research
  - Service and/or Outreach
- The connections across the components of your work



## How to document your work?

- Establish a system for record-keeping – electronic or paper
- Be consistent, systematic, and organized
- Archive each significant event and benchmark in your professional career
- Seek and plan ways to demonstrate impact



# What are the uses of your documentation?

- Annual reviews
- Promotion reviews
- Easy access of information for your own use
- Sharing with colleagues or those who request information
- Self-reflection on your progress and impact over time



# Teaching

## Records to Keep (slide 1 of 2)

- **Formal Classes**
  - Schedule, class size, format
  - Syllabi, course material
  - Exams and grade distribution
  - Student evaluations and summary scores
- **Advising and Mentoring**
  - Formal advising load
  - Mentoring relationships
  - Students supervised in components of your work
- **Workshops, Seminars, etc.**
  - Format, materials, evaluations





# Teaching

## Records to Keep (slide 2 of 2)

- **Course and Curriculum Development**
  - Development and redesign of courses
  - Teaching materials developed
  - Out-of-class experiences designed
  
- **Professional Activities**
  - Professional development opportunities
  - Instructional research and grants



# Teaching Issues for Reflection

- Your philosophy and approach
- Your intended learning outcomes for students
- Your teaching methods, and rationale for them
- Approaches and innovations you have developed
- Impact on students: outcomes assessment, unsolicited comments
- How you interpret and respond to your teaching evaluations
- How your teaching has changed over time and why



# Research, Scholarship & Creative Activities

## Records to Keep

- **Products**

- Books/monographs
- Book chapters
- Articles in refereed journals
- Creative works, such as exhibits and performances
- Edited works: journals, other publications
- Presentations at scholarly/professional meetings
- Other papers, reports, reviews

- **Funding**

- Grant proposals: funded and non-funded
- Grant management: budget, staff
- Reports



# Research, Scholarship & Creative Activities Records to Keep

- Involvement in the Discipline
  - Manuscript reviews, conference proposal reviews
  - Grant evaluation panels
  - Leadership activities in professional societies
- Standing in the Discipline
  - Journal rankings
  - Citation analysis
  - Reviews and published reactions
  - Awards and honors
  - Invited talks and activities
  - Unsolicited testimonials



# Research, Scholarship & Creative Activities

## Topics for Reflection

- Overall direction and purpose of your research
- Questions you are addressing
- Methodologies selected and benefits/limitations
- Impact: Major outcomes, why this work is important, whom it impacts
- Future plans and issues to be addressed



# Service

## Records to Keep (slide 1 of 2)

- **At MSU**
  - Department, college, university leadership roles
  - Department, college, university committees
  - Task forces and reports
  
- **For Professional Organizations**
  - Leadership roles – elected and appointed
  - Committee memberships
  - Conferences/events planned



# Service

## Records to Keep (slide 2 of 2)

- **For the Broader Community**
  - Consultation and technical assistance to organizations
  - Publications for the public and audiences outside your field
  - Interpretations of technical information for the public
  - Expert testimony
  - Development of programs in educational/cultural organizations
- **Clinical Work**
  - Diagnosis and treatment of clients and patients
  - Supervision of staff in clinical settings



## Service and Outreach Topics for Reflection

- Overall direction and purpose of your service/outreach
- Rationale for selecting these areas of focus
- Impact—major outcomes, who is impacted, why the work is important
- Future directions





## Final Thoughts

- Document regularly and make it easy
- Use your documentation as evidence for professional review and advancement, and for your own purposes
- As you document, reflect, plan, and strive to improve
- Consider documenting as part of professional practice and advancement



# Questions or Comments?



# **Preparing Your Documentation And Reflective Essay**



# Major Components of Packet

- Form D
- Reflective Essay
- CV
- Publications, Creative Works



## Form D – Basic Documentation (slide 1 of 3)

- Undergraduate and Graduate Instruction
  - List of courses taught, including number of students in them
  - Non-Credit Instruction
  - Academic Advising
  - Instructional Works (publications, presentations, etc. with teaching focus)



## Form D – Basic Documentation (slide 2 of 3)

- Research and Creative Activities
  - List of items produced
  - Quantity of items across categories
  - Number of grants (details are listed at end of document)
- Service
  - Scholarly and professional organizations
  - University
  - Broader community



## Form D – Basic Documentation (slide 3 of 3)

- Evidence of Other Scholarship
  - Impact of and attention to any work that is not specifically associated with teaching, service, research or creative activities
- Integration across Multiple Missions
- Other Awards/Evidence



## Form D – Common Mistakes to Avoid

- Entering the wrong duty period on page 1
- Typos, grammatical language
- Not answering all of the questions





# Preparing Your Reflective Essay



## The Reflective Essay is an opportunity to:

- To describe who you are as a scholar
- To explain your work and its impact
- To discuss the broader impact of your work
- To discuss the meaning of your work
- To explain your contributions to MSU, your field, and the broader society



## What you need to accomplish in the Reflective Essay: (Slide 1 of 2)

- Describe how you contribute to the missions of the institution and to the society at large
- Demonstrate the integration across your work (show how Teaching/Research/Creative Work/Service connect in your work and make an impact)
- Provide information on your leadership in your discipline and at MSU
- Highlight the strength of your reputation



## What you need to accomplish in the Reflective Essay: (Slide 2 of 2)

- Show a cohesive trajectory in terms of what you have done and where you are going
- Discuss why the work you have done is important
- Explain how the work you have done lays a strong foundation for what you will do as your career continues—for your discipline, the university, and the world
- Highlight the growth, depth, and future of your work



## Important Suggestions:

- Be sure the essay is understandable and appropriate for a broad audience of scholars across disciplines
- Show you can reflect on your work and be self-evaluative
- Highlight why you do your work, why you choose your topics and priorities, why you take certain approaches--explain your choices.
- Show your future trajectory as a scholar and expected contributions in the future



# Overall Questions to Answer:

- Why do you do what you do?
- Why does your work matter?
- What do you want to be known for?
- Why?



# Tell a Story about:

- **Your Vision:**
  - What future do you see?
  - What will you be known for?
- **Your Progress:**
  - What progress have you made toward your goals?
- **Your Evidence:**
  - What has been the impact of your work (on students, colleagues, community, etc.)? Think broadly!



## A Reflective Essay should not be:

- A summary of your vita or Form D
- A list of projects and work
- Filled with jargon





# Suggestions for Writing the Reflective Essay:

- Start early!
- Gather examples of essays from your college context
- Use first-person
- Develop a storyline
- Connect the “dots” and show the arc of your career
- Seek reviewers to read and provide feedback
- Communicate at a level appropriate for knowledgeable people across disciplines
- Create a polished document that reflects your story



## Final Comments:

- Consider the many ways you can use the essay
  - Award competitions
  - Personal and professional reflection
  - Setting and reviewing personal priorities
- Enjoy the process!



## Contact Information

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