



*The
Executive
Summary*

STRATEGIES, TIPS & ADVICE

- A narrative of two pages to present yourself in the best possible light
- An outline of your abilities, expertise, qualities, values, motivation
- Identification of personal strengths

What is an Executive Summary?

The Executive Summary: Introduction to your Dossier



A clear explanation of the different facets of your discipline, your career goals, and your major contributions to date.




For some reviewers this may only be that part that will be read in detail; the remainder may be skimmed.




Present a clear vision of where you're heading in the near future.

1. Colleagues in your department.
2. Faculty in the review process who are not in your field (CDFPT, Deans, TAP committee members).
3. External evaluators at other institutions.




**Who is the
audience?**

- Description of your career: what you have done in the areas of teaching, research, and service.
 - This is a broad overview of who you are, what you have contributed, and why it's a good idea to keep you
- Make a strong and persuasive summary for excellence in teaching and research.
- Make clear your valuable service contributions.



**What should
the executive
summary
have?**



Option 1
Persuasion
Essay

**Structure the 2-page
Executive Summary as a 5-
paragraph persuasion
piece:**


- Introductory paragraph
- 3 body paragraphs
(teaching,
Scholarship/research,
service)
- Summary paragraph

Option 2

Bullet-Point List

Structure the 2-page Executive Summary as a bullet-point list:

- Develop 10-15 bullet points for each section
 - List abilities, expertise, accomplishments, awards, innovations, contributions, service, professional development, etc.



Option 3 Hybrid

Structure 2-page Executive Summary as a bullet-point list with persuasive paragraphs:

- Develop a paragraph that combines introduction and summary for each section
- Then for each section develop the bullet points

**Showcase
strengths:
*Teaching***

Teaching (2-3 paragraphs or 1 paragraph and bullet points):

- Describe your philosophy
- List teaching awards you've received
- List courses developed or innovated
- Summarize student academic advising
- Summarize teaching activities
- Present the mean of your teaching evaluations



**Showcase
strengths:
*Research***

Research (2-3 paragraphs or 1 paragraph and bullet points):

- Describe what it is that you do and why.
- What drives your research interests?
- What is your vision for future research?
- List articles/books published or in development
- List grants & research awards (name and amount awarded)
- List peer reviews
- List presentations/exhibits

(These should be separated into 2 categories: since joining Pace/Tenure and before Pace/Tenure.)



**Showcase
strengths:
*Service***

Service (2-3 paragraphs or 1 paragraph and bullet points):

- Describe how your service contributions support the mission of your department and university
- List internal service contributions to 1) the department, 2) college/school and 3) university
- List external service to profession and community
- List leadership roles, substantial committee roles, and dates of service



How to Think about it

From Past Successful Candidates

1. The executive summary is the most important part of the dossier.
2. It is the most challenging piece as it requires such compressing and editing.
3. It is as an opportunity to shape the message reviewers would take away from entire dossier.
4. It is the narrative version of the CV.
5. It should guide the rest of the dossier.

What to do Before

From Past Successful Candidates

1. Look at other's executive summaries for inspiration.
2. Re-read the materials submitted during the 3rd year review and the application documents provided to Pace. Use those to begin.
3. Think about what teaching, research and service “means” to someone outside of your field.



Strategies

From Past Successful Candidates

1. Lead with your strongest area. Teaching doesn't have to come first.
2. Be confident but not arrogant.
3. Write a draft before the statements, then go back and revise it. This serves to organize your thoughts, the final draft provides an overview of what the statements ultimately contain.
4. Produce concise bullet points to highlight impactful, innovative, "wow" factor things that you could communicate easily to people not in your field.
5. Look at this as your Greatest Hits album – create lists of all work done in academia, research, professional area, and service, then narrow down the list to the "most impressive." (This ultimately becomes the outline for the rest of the dossier and supporting documents.)
6. Write, and rewrite and rewrite until you synthesize the most in the shortest amount of space.



What to do During

From Past Successful Candidates

1. Briefly introduce your academic background (Ph.D degree, years at Pace...) & present the purpose of your application.
2. Provide a few sentences to offer brief framing of approach to research & teaching and then list the highlights for each.
3. Demonstrate accomplishments, contributions, leadership both at Pace and in the wider/external professional community.
4. Explain how you think about your teaching philosophy and professional background, what motivates you in the classroom.
5. List other forms of student engagement that makes classes or teaching unique.
6. Provide a short overview of what study and fields in which you situate your work.
7. Order of the publications based on their degree of importance in the discipline.
8. Meet with Ally Kimmel – she made the process much less stressful.

What to do After

From Past Successful Candidates

1. Share it with colleagues who are also working on their tenure applications.
2. Have someone identify which accomplishments stood out the most.
3. In supporting documents prove everything that you claim you accomplished. Don't "pad" anything!
4. There's no need to go into detail about the individual items if you're clear and specific about the accomplishment – save the detail for the rest of the dossier.
5. Make sure that the same information included here appears on the CV in an easily identifiable way.
6. Make sure that everything highlighted here shows up in the later sections.