

Common errors include submission of an incomplete packet. The Board of Regents CV is one item often overlooked. The packet must also include a certain number of reprints. The letters of recommendation need to show professional recognition beyond the local area. A common mistake is to ask for letters only from personal friends or co-workers, or not seeking letters beyond the local area or individual service. The candidate's personal statement must outline the role the candidate has or will play in the activities of the Department or University. A CV that is poorly organized or difficult to read, e.g., not-chronologic within sections, or mixes peer-reviewed publications with other writing or abstracts with papers, or that contains large unexplained gaps of time does not go over well. The CV should detail teaching activities.