Promotion and Tenure Review Process

• General
  – Committee deliberations are confidential
  – Individuals have to be present for the discussion of your document – no abstentions

• Levels of review
  – Department/School (unit)
  – College
  – University
  – Board of Trustees

• Tenure
  – Assistant to Associate Professor (tenure associated with promotion)
  – Associate to Tenured Associate (for faculty who come in as Associate)
General Information

• Units will do the most thorough review of your scholarship
  – Build a story
  – Celebrate your accomplishments
  – Explain your impact – don’t leave reviewers to guess

• Reviewers at the College and University levels will read the letters from external reviewers very carefully
Tips - Promotion Document

• You create and write the document
  – Look at prior promotion documents
  – Look at the unit guidelines (College and Unit)
  – Make sure to have others review your document and help you improve it before the committee reviews it
  – Listen to suggestions from experienced faculty
  – You have the right to include what you want

• External letters
  – Get to know individuals in your field at meetings ...
  – External reviewers need to be at “arms length” but should be knowledgeable about your field
Mentoring

• Seek your mentor(s) as early as possible
• Let them know about your work and overall wellbeing
• Review your P/T material
• Present you in primary committee meetings
• Network with other senior faculty
Processes – Promotion Document

- Defining your scholarship

President’s Office Form 36
NOMINATION FOR PROMOTION

<table>
<thead>
<tr>
<th></th>
<th>BASIS OF NOMINATION - EMPHASIS OF SCHOLARSHIP (one or more areas must be checked)</th>
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<tbody>
<tr>
<td>7</td>
<td>Discovery</td>
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<tr>
<td></td>
<td>Learning</td>
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<td></td>
<td>Engagement</td>
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| 8  | PRIMARY COMMITTEE VOTES                                                          | Yes |

| 9  | Comments by Head of Department (or School)                                      | Yes  | No   |

- National and international recognition
Some suggestions

• Your promotion document
  – Start it now – think about your scholarship
  – Think about external reviewers (letter writers)

• Make sure colleagues know what you are doing

• Get involved professionally
  – Chair sessions at professional meeting
  – Organize workshops
  – Use your networks

• Document student mentoring activities (CLA guidelines, for example)
Form 36 on Student Mentoring

Student mentoring has been listed in Form 36, Item 5 and 6 under “Discovery” (as basis of nomination), and under “Learning”, Items 6, 7, 8, 9, and under “Engagement”, Items 1, 3, 6.
Examples of Active Student Mentoring

- Research activities that result in presentations and joint publications;
- Advising on student organizations and clubs;
- Service-learning coursework that involves substantial interaction with students and community;
- Study abroad and study away courses;
- Formal and informal programs for students and faculty interactions such as Faculty Fellow program, Summer Stay scholars, etc.
Resources/Policies to Help with Climate and Success

- [https://www.purdue.edu/provost/faculty/resources/newFacultyResources.html](https://www.purdue.edu/provost/faculty/resources/newFacultyResources.html)
- Ask about any mentoring practices and policies
- Look for new faculty programs within College and University
- Tenure clock extension policy
- Purdue Teaching Academy
- Child care (including infant care) is available
- NSF-ADVANCE FAST
- National Center for Faculty Development and Diversity
  - [http://www.facultydiversity.org/](http://www.facultydiversity.org/)