TIPS: FACULTY ADVANCEMENT, SUCCESS AND TENURE (FAST)

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Promotion and Tenure Review Process

• General
  – Committee deliberations are confidential
  – Individuals must be present (or virtually present) for the discussion of your document
  – 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 without tenure)
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

• Committee members at the College (area committee) and University (campus panels) 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 local guidelines (College and Dept/Unit)
  – Make sure to have others review your document and help you improve it before the committee reviews it
  – Listen to suggestions from senior faculty and mentors
  – You have the right to include what you want (you tell your story)

• External letters
  – Get to know individuals in your area at meetings ...virtual networking as an option
  – External reviewers need to be at “arms length” but should be knowledgeable about your area
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 dept primary committee meetings
• Mentors Checklist
• Network with other senior faculty
Impact of Covid-19 on Faculty Productivity

- Extra effort in online teaching---new instructional methodology, preparation and grading; dealing with technology;
- Mentoring students who are in need due to Covid-19 impact on them;
- Canceled or postponed professional meetings affecting scholarly presentations and networking;
- Travel restrictions affecting field work and collaboration;
- Reduced grant opportunities affecting research progress and supporting graduate students;
- Extended review time from reviewers and publishers affecting timely progress of publications;
- Mental health, hardship and stress from childcare, senior care and overall challenges caused by Covid-19;
- Recognition from campus---automatic tenure clock extension directly due to Covid-19 and other issues that may cause research delays; documenting delayed work and impact;
- Holistic assessment of a candidate’s readiness for promotion and tenure;
Processes – Promotion Document

• Defining your scholarship

President’s Office Form 36
NOMINATION FOR PROMOTION

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

9 Comments by Head of Department (or School)

   Yes ☐  No ☐

– National and international recognition
Best Practices

• 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 meetings
  – Organize workshops
  – Use your networks to engage in collaborative work

• 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 and experiential 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, DURI (Discovery Park Undergrad Research Internships);
Resources and Policies for Climate, Success and Life at Purdue

- New Faculty Resources from the Office of the Provost
- Butler Center and ADVANCE Center for Faculty Success Coaching and Resource Network (CRN)
- Purdue Diversity Resource Office
- Office of Diversity, Inclusion and Belonging
- ADVANCE-Purdue and Center for Faculty Success
- National Center for Faculty Development and Diversity
- Purdue Faculty Association
- College of Liberal Arts Guidelines for Discovery and Student Mentoring
- Ask your Head about your dept’s mentoring practices and policies
- Look for new faculty programs within Colleges and University
- Understand tenure clock extension policy
- Familiarize yourself with life in the community---cultures, sports, recreation, leisure, entertainment, dining, school and childcare, etc.
Faculty Support Resources

- Faculty/Instructor Academic Support - Innovative Learning
- InnovativeLearningTeam@purdue.edu
- Office of the Vice Provost for Faculty Affairs
- Dual Career Assistance Program
- Purdue Human Resources
- Purdue’s Center for Healthy Living/Healthy Boiler
- Employee Assistance Program wellness and counseling services