



TIPS: FACULTY ADVANCEMENT, SUCCESS, AND TENURE (FAST)TM

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PURDUE
UNIVERSITY

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

7	BASIS OF NOMINATION - EMPHASIS OF SCHOLARSHIP (one or more areas must be checked)		
	Discovery		
	Learning		
	Engagement		
8	PRIMARY COMMITTEE VOTES	Yes	
9	Comments by Head of Department (or School)		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

– 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>
- 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/>