

# **BUTLER CENTER ASSISTANT PROFESSOR SYMPOSIA**

## **Part 1: PROMOTION & TENURE**

**Friday, September 20**

### **SUSAN GORDON**

#### **Tips:**

- **Network at Conferences:** Engage with potential letter writers through conference participation or organizational roles.
- **Know Letter Writer Requirements:** Understand qualifications for promotion letter writers (e.g., Full Professors only).
- **Seek Out Awards:** Actively pursue awards and ask colleagues to nominate you, even drafting letters for them if needed.

#### **Key Takeaways:**

- Talk to those recently promoted in your department.
- Understand acceptable letter writers.
- Network and collaborate for award nominations.

### **SOO JUNG JO**

#### **Tips and Takeaways:**

- Start your research using your startup fund in the first year to aim for publication in the second and third years.
- It's okay to ask for help from leadership when needed.
- Explore potential collaborators and think about what you want to achieve with a specific goal.
- Use your first year to understand your own writing style—for example, decide whether you prefer writing for at least 30 minutes every day or dedicating larger blocks of time (at least 3 hours) for writing.

## **MARIA MARSHAL**

### **Tips:**

- Work on your promotion document every year
- Find your passion-but don't be myopic
- Find a productive collaborative

### **Key Takeaways:**

- Work on your story
- Don't sweat individual "cv lines"
- Collaboration is key to high productivity

## **JEN WILLIAM**

### **Tips:**

- Stay in close communication with your department head from start to finish
- Protect your time, but get involved in some departmental activities (don't isolate yourself)
- Pay attention to your mental and physical health throughout

### **Key Takeaways:**

- Think a lot about "life after tenure"
- You are way more than your promotion dossier!

## **CHRISTINA WILSON-FRANK**

### **Tips and Takeaways:**

- Get started early.
- Be planned and intentional.
- Establish faculty mentors.

## TIPS FROM CHRISTINA WILSON-FRANK

- **Get started early!**

- Keep your Curriculum Vitae (CV) updated
- Know what is expected of you in your faculty appointment with respect to these “3 pillars:” Learning (Teaching), Discovery (Research) and Engagement (In profession, community, department, Purdue...)
  - Try creating a separate, additional version of your CV that categorizes the information in the traditional CV into those 3 areas (if applicable). This will help tremendously when it is time to draft your dossier for your promotion to associate.
- Understand the promotion and tenure process in your college/department
  - Each college/department will have its own promotion criteria
    - Ask your Department Head if they can provide you with copies of promotion and tenure documents from other faculty in the department that have been successful.
    - If your department offers opportunities to submit promotion and tenure documents early for review and feedback only (not for promotion), take advantage of this.

- **Be planned and intentional!**

- Be intentional with scheduling time to focus on the aspects of your faculty appointment that will strengthen your ability to accomplish promotion to associate
- Be intentional about scheduling time for **you**. It is important to create a life-work balance. When you nurture your well-being and make the effort to create this balance, it will set the tone for you to be successful personally and professionally.

- **Establish faculty mentors!**

- Seek faculty mentors who can:
  - Provide constructive feedback and help keep you on track
  - Be a champion for you and provide a great foundation of support
  - Advocate for you during your department’s primary committee meeting for promotion and tenure review
  - Provide you with a diverse perspective regarding your faculty role
    - Having at least 2 faculty mentors is a good start!
- Take advantage of the Butler Center’s Mentoring Triads program and the Speed Coaching Network!