

TIPS FOR PROMOTION TO FULL PROFESSOR

Teaching, Research, Service and Life

REVIEW YOUR DEPARTMENT/UNIT CRITERIA.

Read the promotion criteria from your department/unit. Answer the following:

- What are the expectations for a candidate for the rank of full professor?
- What, if any, are the specific requirements for: teaching and learning, research and scholarship, service, leadership, other?
- What are the differences between a satisfactory, strong, or outstanding record (if classified in this way)?

TAKE TIME TO TALK. Gather information about the promotion process.

Talk with the recently promoted professor(s) in your department/unit. Learn from their experience.

Talk with your department/unit chair. Create or discuss a career plan with them.

GET AN ACCOUNTABILITY PARTNER OR COACH

Pair up with a colleague and hold each other accountable to the goals you set. Keep track of project deadlines, review each other's work, and discuss opportunities and obstacles in your career paths. Find someone you trust and who will support you.

PURSUE YOUR GOALS

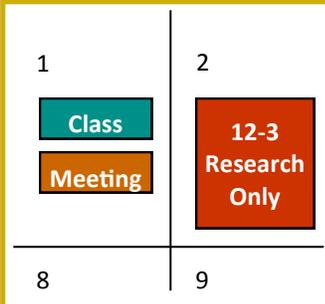
Set clearly-defined goals and use annual reporting to keep track of your accomplishments.

Year 1	Celebrate your well-deserved tenure. Recharge your research agenda with a well-designed sabbatical plan.
Year 2	Consider leadership opportunities; seek professional development. Follow through on your sabbatical initiatives. Present your initial results at a professional conference.
Year 3	Position yourself for leadership within department, committee, or professional organization. Publish your sabbatical work. Develop a new course.
Year 4	Establish new research collaboration(s). Build your interdisciplinary skills. Engage in graduate education.
Year 5	Develop a "big picture" of the university endeavor via high-level service. Consider how you might engage with the community.

BECOME A LEADER

Pursue leadership opportunities on campus and externally. Ask colleagues and chairs about available positions. Be an officer or other leader in a professional organization.

DEVOTE BLOCKS OF TIME FOR WRITING AND RESEARCH



- Make writing and research a priority by scheduling it. Put it on your calendar and schedule time weekly.
- Remember what worked best for your writing pre-tenure and re-use those strategies. If you felt those strategies did not work, look for advice from others or explore writing guides.
- Pretend that the deadline for your project is actually 6 weeks before the submission due date. Then find colleagues to review your work or take advantage of a pre-peer review program (see the Office of Research Administration or Center for Biomedical Research).

GET (AND STAY) ORGANIZED

FOR PROMOTION

- Review the criteria for promotion to full professor from your department and the university.
- Use annual reporting to help organize your projects and goals.
- Save everything, and at the end of the year, select the best examples to demonstrate each area (teaching, research and service).
- Update your CV annually.
- Write narratives of teaching, research, and service.
- Use feedback from recommendations and reviews to address areas where you can improve.

FOR TEACHING

- Keep all syllabi, course objectives and lessons.
- Make notes on your teaching after each class or semester; what went well and what you would do differently next time you teach the course.
- Review your course evaluations each semester, and write a narrative addressing the context and explaining why you feel you received the scores and comments.
- Develop an action plan to address items you want to change.

FOR RESEARCH

- Assess your research agenda and modify where appropriate.
- Seek out grant opportunities.
- Seek out collaborators.
- Keep all grant applications (even if not funded).
- Save all publications in PDF for your portfolio.
- Create a list of external reviewers for your promotion review.

BALANCE, PRIORITIZE AND FOCUS

There will be time when family life needs to be the focus and other times when your professional life takes priority. Give yourself time to enjoy life and take care of yourself.