

Broad P&T Guidelines for Assistant Professors Seeking Promotion to Associate Professor¹

- Familiarize yourself with University, Departmental, and College P&T documents, located in the [Faculty Handbook, §4.4](#) and on the [Provost's website](#) (respectively).
 - Be conscious of the temporary Covid-related P&T policies (Faculty Handbook, [§4.4.18](#)).
 - Review the various policies with your chair, mentor(s), and/or other colleagues.
- Familiarize yourself with timelines. For example, materials for external letter writers are often due well before you submit your complete dossier. Find out from your department when you will need to have these materials ready.
- Learn as much as you can from others.
 - Seek out samples of recent successful dossiers. Sample dossiers don't have to come from your department. Many faculty are willing to share theirs – just ask.
 - Take advantage of university-sponsored events (CT Caucus panels, provost office events, [UD ADVANCE Panels & web resources](#), CTAL, etc.)
- Maintain an updated list of your work (for example, on paper or electronically). This will serve as an aid for preparing not only your promotion dossier but also your annual appraisals.
- External evaluations are critical to a successful P&T review. Make your work known to potential letter writers early. You can do this in ways that don't violate ethical concerns, for example:
 - Introduce yourself to top people in your field at conferences.
 - Give talks or seminars at other universities.
 - Organize conference sessions or symposia.
 - Invite senior colleagues from other universities to give seminars at UD.
 - Write senior colleagues and tell them you liked their paper, book, etc. Tell them how it influenced your way of thinking.
- Internal evaluation is also very important. Build bridges with senior colleagues in your department. Make sure they know you and are familiar with your work.
- You will be evaluated based on the impact and overall trajectory of your work. Describe the impact of your work as an assistant professor and how you will continue to grow as an associate professor.
- Write clear and concise candidate statements, keeping in mind that committees above the department level will not be familiar with your field.
 - Avoid technical jargon.
 - Consider including tables, graphs, or bullet points.
 - Highlight and contextualize key achievements and the impact of your work. Explain the significance of publications, awards, conferences, invited talks, etc.
- Format your dossier in a way that is easy to follow. Create links within the PDF(s) to help reviewers navigate between and within sections.
- Your teaching dossier can cover a broad range of teaching activities and can use a number of different ways to measure excellence (rather than focusing solely on numerical ratings from student evaluations of teaching). See [§4.4.11 of the Faculty Handbook](#) for more details. [CTAL](#) is an excellent campus resource for teaching development and P&T preparation.
- Two- and four-year reviews need to be included in your dossier. If applicable, refer to questions that came up in the reviews and how you addressed them.
- If you took an extension (e.g., stop the clock), you don't have to explain why. Just make note that you took the allowable extension.
- Don't make your case controversial. Address gaps, deficiencies, or other doubt raisers head on.
- Take time for yourself.

¹ See sites.udel.edu/advance/faculty-advancement/pt-panels/ for comprehensive notes from past ADVANCE P&T panels.