

# Promotion & Tenure (P&T) Panel for T/TT Faculty Seeking: Rank of Full Professor

March 9, 2023

3:30-5:00 PM | [Zoom link](#)

# What is the UD ADVANCE Institute?

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- Founded by an NSF ADVANCE Institutional Transformation award (2014-2022).
- Currently funded by the provost's office.
- Focus is on faculty diversity and excellence.
- Core work involves the development and dissemination of research-based initiatives surrounding faculty development, diversity, and positive departmental climates.
- Programs and initiatives are for all faculty.



# Today's Panelists

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[Tammy Anderson](#), Professor, Sociology and Criminal Justice

[Christine Delbeau](#), Professor, Music

[Hui Fang](#), Professor, Electrical and Computer Engineering

[Rodrigo Vargas](#), Professor, Plant and Soil Sciences



# Resources for P&T

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## College and Department Documents

<https://provost.udel.edu/resources/faculty-policies/college-department-resources/>

## Faculty Handbook (FHB), Section 4.4

<https://facultysenate.udel.edu/faculty-handbook/>

Note: 4.4.18 Temporary Covid Related Changes

## UD ADVANCE Handbook: P&T Guidelines for Faculty

<https://bpb-us-w2.wpmucdn.com/sites.udel.edu/dist/2/11245/files/2023/02/PT-MANUAL.pdf>

## Other UD ADVANCE Resources

<https://sites.udel.edu/advance/faculty-advancement/pt-panels/>

## UD Faculty Achievement Program (UDFAP)

<https://provost.udel.edu/faculty-affairs/udfap/>

## Center for Teaching and Assessment of Learning (CTAL)

<https://ctal.udel.edu>



# Thinking Ahead: Planning for P&T

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- Establish a timeline for:
  - declaring your intention to go up for promotion
  - submitting materials for external reviewers
  - submitting full dossier
  - letter writers
- Review P&T resources and discuss expectations with others
- Set professional goals, with timelines for completion
- Make yourself and your work known to others at UD & beyond



# Preparing Your Dossier

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- Make your dossier well-organized and user-friendly.
- See FHB 4.4.11 for information on the organization and the elements that belong in a dossier.
- Required elements include:
  - a. Research, teaching, and service statements
  - b. Workload and COVID impact statements  
See [ADVANCE website](#) for resources on COVID-19 impact statements  
Join our UD ADVANCE COVID Impact Statement Writing Session:  
- April 18, 2:00 – 3:15. [Register here to receive the Zoom link.](#)
  - c. 2- and 4-year peer reviews.



# Preparing Your Research & Teaching Statements

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Evaluators will be assessing the impact and overall trajectory of your work. Your statements provide an opportunity for you to communicate your professional significance. They should be:

- brief and to the point
- written for a general audience
- visually friendly (consider graphs, figures, tables, etc.)
- evidence-based
- in the form of a narrative



# External Evaluation

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External letters serve as an important measure of research impact.

- Strong letters can go a long way towards a successful promotion case and can be especially useful for those faculty whose research area or methods are unfamiliar to other members of their department.





# Selecting External Letter Writers

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FHB ([§4.4.12](#)) contains a broad description of the process.

- See also departmental and college documents.
- Discuss the process with your chair or senior colleagues
  - Number of letters expected
  - Materials to submit and timeline for submitting them



# Selecting External Letter Writers

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- It is useful to have letter writers from faculty at top ranking institutions, but pedigree is not all that matters.
- Letters should come from faculty who are widely recognized as experts in their (and your) field.
- Consider people who know your work, but don't have an association with you that may disqualify them.
- Err in the direction of full professors and work to align with departmental norms.



# The path to full professor

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In many ways, the P&T process is similar regardless of the rank being sought. However, there are some specific things to think about when planning for this promotion.

- Think of your path from assistant to associate to full professor as one big journey, not two separate journeys.
- Evaluators are often looking for evidence demonstrating that you are a leader in your field – a scholar with national and often international prominence.



# The Path to Full Professor: Timing

- Q. How do I know when I am ready to go up for promotion to full professor?
- Q. Is there a “too late” to go up?
- There is no official timeline for promotion to full professor.
  - Take the time you need to establish a clear, sensible, well documented case. But don’t delay unnecessarily.
  - While it is true that if you are denied, you can go up again, be mindful of the effects this might have on the process of securing strong letters from external reviewers.



Thank you and good luck on your path to promotion!

Contact Us:

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Visit our website: [sites.udel.edu/advance](https://sites.udel.edu/advance)

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