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

March 8, 2023
3:30 – 5:00 PM | Zoom link
What is the UD ADVANCE Institute?

• 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

Karen Rosenberg, Professor, Anthropology
Chisa Hutchinson, Associate Professor, English
Carly Pacanowski, Associate Professor, Behavioral Health and Nutrition
Fabrizio Sergi, Associate Professor, Biomedical Engineering
Resources for P&T

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

• 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

- 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

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

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

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

- 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.
Thank you and good luck on your path to promotion!

Contact Us:
ud-advance@udel.edu

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