1. Self-Assessment
   a. Examine your current trajectory
   b. Identify strengths to pursue as an area of distinction
   c. Identify areas which need to be developed
   d. Identify areas that you might need to decrease participation/changes to Position Responsibility Statement (PRS)
   e. Discuss assessment with mentors and department chair

2. Articulate your career goals
   a. Long-term (specific timeline)
   b. Define area of distinction
   c. Short-term goals that align with long-term goals
   d. Discussion with department chair to make sure your goals align with departmental goals

3. Assess current mentor relationships
   a. Do you have a productive relationship with current mentors?
   b. Are your mentors positioned to help you make your next step?
   c. Do you need to add to/revise your mentoring plan?

4. Discuss Plan with Mentors and Department Chair
   a. Is your plan realistic?
   b. Ideas/commitments for resources/changes to PRS
   c. Is your plan aligned with departmental needs?
   d. Is your plan aligned with performance criteria for promotion?

5. Identify Promotion Criteria
   a. Departmental and College governance documents
   b. Discuss criteria/guidelines with chair, dean, and mentors
   c. View recently successful dossiers

6. Write a Mid-Career Plan
   a. List of areas to build on
   b. Development needs
   c. Specific short-, mid-, and long-term goals (including timeframes) for 6a and 6b.
   d. List of necessary resources or changes to current Position Responsibility Statement to achieve goals
Planning for Promotion to Professor

Consult the ISU Faculty Handbook Associate Professor and/or Tenure (Section 5.2.3.3) to align your achievements with qualifications for Promotion to Professor.

Consult your college and department documents to align your achievements with qualifications for Promotion to Professor.

Articulate the alignment of your achievements with Promotion to Professor in a brief document.

Discuss plans with mentors and department chair.

Make a plan to prepare your dossier.

Reading about requirements

- Resources about Faculty Advancement and Review and Current Process Guidelines on the Provost’s Office
- Checklist for Promotion and Tenure Review
- Excerpts from the Faculty Handbook
- College templates for preparation of P&T dossier
- Documentation for Promotion and Tenure Process
- Examples of Successful Packets

Preparing your materials

Cover Sheet (Promotion and Tenure: Forms and Materials)

Tab 1 materials

- Factual Information Summary Sheet for Promotion and Tenure
- PRS (Departmental Administrator: Provide summary if there have been changes)

Tab 2 materials

Dossier:

- Documentation of scholarship and performance (25-page maximum)
• Review college templates for preparation of dossier

• Emphasize work since hire or last promotion.

• This is the document that you use to provide context for your work, and describe the impact of your work.

Other materials to support Tabs 1 and 2

Other key stakeholders prepare and submit in the evaluation process, not the candidate.

Tab 3

• Department evaluation with recommendation indicated

• Department chair’s evaluation with recommendation indicated

Tab 4

• College P&T committee evaluation and recommendation

• College dean’s evaluation and recommendation

Tab 5

• Description of external evaluator selection process

• Copy of letter sent to external evaluators

• Log of external evaluators (use university template)

• Brief biographical sketch of each evaluator (no more than one page per evaluator)

• Each external letter