

# ASSISTANT PROFESSOR/TENURE-ELIGIBLE FACULTY PLANNING

*This is an optional resource for faculty and administrators.  
Adapt the steps for your unit and needs. It is only intended  
to be used as a guide. It is not required.*

1. Self-assessment
  - a. Review your Position Responsibility Statement (PRS)
  - b. Examine your scholarly trajectory
  - c. Identify strengths to pursue as an area of scholarly distinction
  - d. Identify areas which need to be developed
  - e. Discuss self-assessment with mentors and department chair
2. Articulate your career goals
  - a. Identify long-term goals (specific timeline)
  - b. Define area of scholarly distinction
  - c. Identify short-term goals that align with long-term goals
  - d. Discuss 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. What are your ideas? Your commitments?
  - c. Is your plan aligned with departmental needs?
  - d. Is your plan aligned with your PRS and performance criteria for promotion?
5. Identify Promotion Criteria
  - a. Review departmental and college governance documents
  - b. Discuss criteria/guidelines with chair and mentors
  - c. View dossiers of recently successful candidates
6. Write an Early-Career Plan
  - a. Develop list of areas to build on
  - b. Identify development needs
  - c. Include specific short-, mid-, and long-term goals (including time frames) for 6a and 6b.
  - d. List necessary resources 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](#)

The Office of the Senior Vice President and Provost makes a selection of exemplary Promotion and Tenure dossiers available for faculty review throughout the year. These dossiers (Tab 2 faculty narratives) offer good examples of the variety of ways in which faculty summarize and present their work and scholarly impact as part of their promotion and/or tenure case. These dossiers are organized by College and are available for faculty review via CyBox. If you are interested in reviewing these dossiers, please contact Mel Lee at [mklee@iastate.edu](mailto:mklee@iastate.edu) or Megan Peterson at [meganmp@iastate.edu](mailto:meganmp@iastate.edu), or call 515-294-9591.

### 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)
- Vita. Reverse chronological order. No page limits.

#### 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.
- 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

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