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 or Megan Peterson at 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)

Tab 2 materials

Dossier:

- Documentation of scholarship and performance (25-page maximum)
ISU ADVANCE started with a five-year grant (2006-2011) from the National Science Foundation to improve the university for women in science, technology, engineering and math. Following the initial grant, Iowa State University continues to expand the program for underrepresented persons. ISU ADVANCE is now institutionalized and the program impacts all areas of the university community. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s), not of any current or past funding organization.

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