

IOWA STATE UNIVERSITY

Office of the Executive Vice President and Provost

# Crafting **A Long-term Strategy (CALs)** for Promotion and Tenure Success: Ten Best Practices

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## ONE. Use PRS, criteria for promotion

- Position Responsibility Statement (PRS) is the agreed-upon outline of your responsibilities.
- Criteria for promotion to **Associate Professor**: excellence in scholarship with potential for national distinction, effectiveness in position responsibilities, satisfactory institutional service, likelihood of sustained contributions.
- Criteria for promotion to **Professor**: national distinction in scholarship, effectiveness in position responsibilities, significant institutional service, ability to sustain contributions.

# TWO. Communicate the IMPACT of your scholarship

## THREE. Share impact of 5-7 most important products

- Know your 5-7 most important products, and make sure your evaluators understand the past, current, and future impact of these.
  - Materials for external reviewers
  - Materials for Department
  - CV and Faculty Portfolio

## FOUR. Highlight innovations, intersections, clusters

- Link scholarship, research, funding, teaching, extension, professional practice as possible.
- Show the coherence of your career.
- Group related activities on CV or in Faculty Portfolio.

## FIVE. Be interdisciplinary AND independent

- Show that you can collaborate with others in the field and in other disciplines and units (on campus and off campus).
- Identify your contribution to collaborative work.
- Make clear the importance of your part in collaborative work.
- Understand the relative importance of first-authored or single-authored publications in your discipline.

## SIX. Have a five-year plan and revise it annually

- Forward trajectory is important.
- Account for interruptions as needed.
- Demonstrate your excitement about making a contribution.

## SEVEN. Show success/outcomes in teaching and extension

- Understand the special challenge in demonstrating success and outcomes in teaching and extension.
  - Quality, not quantity
  - Peer evaluation
  - Not activities but outcomes

## EIGHT. Speak to weakest part of your record

- Understand what might be perceived as the weakest part of your record and find a way to speak to this.

## NINE. Manage your materials

- Keep a file, a box, piles, folders. Electronic and/or paper.
- Test your dossier out on others (in and outside of your discipline) who will give you honest feedback on what they see.
- Review materials of successful candidates (your department, the Provost's Office).
- Coordinate the CV (a well-organized list) with the portfolio (synthesis and argument).

## TEN. Remember that you are not alone!

- Your mentors and peers
- Your chair and center/program directors
- Your department and disciplinary faculty
- Your Dean and Provost
- Your personal support system

# Ten Best Practices for P&T

- ONE. Use PRS and criteria for promotion
- TWO. Communicate the IMPACT of your scholarship
- THREE. Share impact of 5-7 most important products
- FOUR. Highlight innovations, intersections, clusters
- FIVE. Be interdisciplinary AND independent

# Ten Best Practices for P&T

- SIX. Have a five-year plan and revise it annually
- SEVEN. Show success/outcomes in teaching/extension
- EIGHT. Speak to weakest part of your record
- NINE. Manage your materials
- TEN. Remember that you are not alone!

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- [Promotion and Tenure Process for AY 2009](#)
- **May 5, 2008 Meeting for Colleges & Department Chairs**
  - [Agenda](#) (PDF)
  - [Guidelines and Best Practices 2008-2009](#)
  - [Timing of the Tenure Review](#)
  - [Student Evaluation of Teaching](#)
- **GUIDELINES FOR PROMOTION AND TENURE PROCESS, FALL 2008-SPRING 2009**
  - Probationary or Third Year Review (PDF)
  - [Guidelines and Best Practices 2008-2009](#)
  - Cover Sheet (PDF | DOC)
  - Check List (PDF | DOC)
  - Examples of Letters to External Evaluators (PDF | DOC)
  - Log of External Letters (Optional) (PDF | DOC)
  - Summary of Current Faculty Handbook Sections on P&T for External Reviewers (PDF | DOC)
- **OTHER P&T REFERENCES**
  - [Faculty Handbook](#)
  - [Implementation Dates](#) of new Promotion and Tenure Policy (February 3, 1999)
  - Policy / Procedures in [Faculty Handbook](#), [1999 Faculty Handbook](#), [1998 Faculty Handbook](#)
  - [Promotion and Tenure Good Practices](#) (April 21, 1999)
  - American Council on Education, [Good Practice in Tenure Evaluation](#)
  - Implementation of New Policies Concerning Multiple Voting (PDF | DOC)
- **POST TENURE REVIEW**
  - [Policy from Faculty Handbook](#)
- **FACULTY APPROVED FOR PROMOTION AND TENURE**
  - [2008-2009](#)
  - [2007-2008](#)
  - [2006-2007](#)
  - [2005-2006](#)
  - [2004-2005](#)
- **DOCUMENTATION FOR P&T PROCESS - MAY 1, 2008 MEETING WITH NEW FACULTY**
  - ["What you need to know about the P&T process at Iowa State University"](#)
  - [Writing a Teaching Philosophy Statement](#)
  - [Recommended Portfolio Contents](#)
  - [CELT-SET opening page](#)
  - [Suggested Items for Student Evaluation of Teaching Forms](#)
  - [Peer Review of Teaching](#)

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