

Moving from Associate to Full Professor Rank

Tips for the Candidate

- 1. Have a plan, including a timetable for developing promotion materials.**
- 2. Start early to prepare promotion document (12 months in advance is not too early).**
- 3. Document growth since the last promotion. The expectations at this level are much higher.**
- 4. Tell a convincing "story" in the 25 page narrative; Be specific.**
- 5. Demonstrate that you are on a career trajectory — not status quo.**
- 6. Make sure what you have achieved is consistent with the Position Responsibility Statement (PRS). Explain all changes.**
- 7. Seek advice for development of the promotion document.**
- 8. Make sure your role in collaborative work is properly described with percentage of the total effort documented.**
- 9. Make sure time in rank has been sufficient to demonstrate high achievement (6 years is typical) since last promotion.**
- 10. Do not underestimate the time it takes to develop a quality promotion document.**

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Benchmarks

1. Expansion of focus area beyond that shown pre-tenure — e.g. "growth"
2. Known for expertise in the focus area
3. Demonstrates collaboration in the department, college and university
4. Involved in significant committee work in the department, college and university
5. Mentors students — undergraduate and graduate
6. Excellent "citizen" in the department, college and university
7. Engaged in professional organizations
8. Willingness to help reach department, college and university goals
9. Actively supports diversity and global program goals of department, college and university
10. Demonstrates an entrepreneurial spirit — brings resources to department via grants, distance education, etc.
11. Contributes to the culture of the department, college and university
12. Demonstrates continual professional growth and development