

Prepare for Your Promotion/Tenure Application

Always write to your audience. Internal reviewers are:

Likely to have to review 12-80 other applications

Busy

Experts, but not necessarily in your field. So:

Present info clearly, succinctly.

Explain complex info; explain significance if appropriate

Avoid acronyms. If you must use jargon, explain it

Organize the entire packet carefully to enhance readability, impact

Present info in “skimmable” format; make it easy for reviewers to find key info

Fewer words = greater readability, impact

The process

- Begins with solicitation of 5-8 external eval letters. Solicitation packets include: Cover letter, norms, sample publications, candidate’s CV.
- Dept. Head is ultimately responsible for identifying external referees. Program directors, ‘preceptors,’ and/or mentors may be tapped for suggested names.
- Candidates may not know the identity of external referees.
- Candidates may identify prospective referees who should NOT be asked for evaluations.
- Candidates may not have a close personal or professional relationship with external referees (no past or current mentors, mentees, co-authors, co-researchers, co-workers)
- External letters arrive in ~ 6-12 weeks. Letters are critical at every step of the process.

Notoriously hard-to-obtain info. From time of last personnel action, start gathering:

- Course evals – including lectures, seminars, CME lectures, supervision, etc.
- Detailed breakdown of your teaching time over the past 3 years
- Grad student advising & supervision -- student names, degree category, thesis titles, beginning/end dates, your role for each.
- Undergraduate advising and supervision -- describe your activities, role, beginning/end dates
- Residents & post-doc supervision -- names, beginning/end dates, nature of interaction, time/effort expertise you brought to the relationship
- Research Associates, visiting scholars, technicians -- names, nature of interaction, your role, dates
- Sponsored research activities from last personnel action or past 5 years, whichever is longer, info on all grants, including unfunded and pending -- submission date, funding agency, your role, title of proposal, amount requested, amount funded, funding period