



Promotion and Tenure How to Succeed a Department Head's Perspective

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HEAD's ROLE

- Head wants you to succeed.
- Head should promote you to colleagues outside the University (i.e., meetings, professional societies)
- Head should promote you to colleagues inside UIC (i.e., important committees, task forces, etc.)



AREAS

- **Teaching (expected)**
 - Student Evaluations
 - Course/Lab Development
 - Students Graduated
 - MS and Ph.D.
- **Research (usually the roadblock)**
 - **Impact Important**
 - Publications
 - High Quality Journals
 - Impact Factor
 - Three to Four per year Since Last Promotion
 - No Gaps in the Record
 - Grantsmanship
 - Federal and Nonfederal Support
 - Support of Graduate Students.
 - For Large Programs Support of Post Doctoral Students.
- **Service (expected)**
 - Peer community
 - University



HOW TO EXCELL IN EACH OF THE AREAS

■ **TEACHING**

- Teaching effectiveness expected
 - Good student evaluations
- Should teach a variety of courses in the area at both the undergraduate and graduate level.
 - This is the job of the faculty member and the Department Head (in conjunction with whomever teaches courses)
- Productive Graduate Mentoring
 - M.S. Students Become Ph.D. Students
 - Ph.D. Students Graduate in a Timely Fashion



HOW TO EXCELL IN EACH OF THE AREAS

- **RESEARCH (SHOULD BE THE FOCUS)**
 - Promotion Review will focus on Work Done since Last Promotion.
 - Collaborative Work Counted Highly Must Articulate Candidate's Contribution, however Independent Work Need Also!
 - Ability to Work with Others
 - Intellectual Independence
 - Quality and Quantity both Count
 - Conference Papers Should Lead to Journal Papers
 - Conference Papers Usually Do not Count, however enhances Visibility for Letters of Reference
 - Invited Seminars at Other Prestigious Institutions
 - Citation Index
 - Impact Factor of the Journal



HOW TO EXCELL IN EACH OF THE AREAS

■ SERVICE

- Get Involved with Major Societies in Your Area
 - Organizing and Chairing Sessions
 - Chairing a Conference
 - Being Involved in Society Leadership
- Do Service at the University, College and Departmental Level
 - University Senate, etc.
 - Director Graduate or Undergraduate Studies, etc.
- Manage Your Time. Do not let it become a Trap
- Service to Funding Agencies (i.e., Review Panels) May Help Writing Winning Proposals – **Choose Wisely.**



STEP ONE

- Two to Three Years After Being Promoted and/or Receiving Tenure, Update Promotion and Tenure Documents.
- Identify Mentors in Your Area (note the plural!) to Discuss Promotion and Tenure.



STEP TWO

- Meet with Department Head/Chair in Mid Spring to Summarize Progress.
 - Highlight Accomplishments Since Last Promotion
 - New Courses
 - New Grants and Grant Expenditures
 - New Papers
 - M.S. and Ph.D. Students Graduated and their Placement
 - Impact of the Research



STEP THREE

- In April, with the Support of the Department Head, Promotion and Tenure Committee Review P&T Package (the Head Should be Your Advocate).
- Identify Dossier Preparer and Update Resume Over the Summer for Distribution to Individuals that will be asked to Write Letters of Reference (Collaborators used as References can Articulate the Contribution of the Candidate).
- Dossier Preparer in Conjunction with Other Faculty in the Area Should Identify Individuals to Write Letters of Reference.
 - Candidate can exclude References