

# Promotion & Tenure (P&T) Panel for T/TT Faculty Seeking: Rank of Associate Professor

March 8, 2023  
3:30 – 5:00 PM | [Zoom link](#)



# What is the UD ADVANCE Institute?

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- Founded by an NSF ADVANCE Institutional Transformation award (2014-2022).
- Currently funded by the provost's office.
- Focus is on faculty diversity and excellence.
- Core work involves the development and dissemination of research-based initiatives surrounding faculty development, diversity, and positive departmental climates.
- Programs and initiatives are for all faculty.



## Today's Panelists

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**Karen Rosenberg**, Professor, Anthropology

**Chisa Hutchinson**, Associate Professor, English

**Carly Pacanowski**, Associate Professor, Behavioral  
Health and Nutrition

**Fabrizio Sergi**, Associate Professor, Biomedical  
Engineering



# Resources for P&T

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## College and Department Documents

<https://provost.udel.edu/resources/faculty-policies/college-department-resources/>

## Faculty Handbook (FHB), Section 4.4

<https://faculty senate.udel.edu/faculty-handbook/>

Note: 4.4.18 Temporary Covid Related Changes

## UD ADVANCE Handbook: P&T Guidelines for Faculty

<https://bpb-us-w2.wpmucdn.com/sites.udel.edu/dist/2/11245/files/2023/02/PT-MANUAL.pdf>

## Other UD ADVANCE Resources

<https://sites.udel.edu/advance/faculty-advancement/pt-panels/>

## UD Faculty Achievement Program (UDFAP)

<https://provost.udel.edu/faculty-affairs/udfap/>

## Center for Teaching and Assessment of Learning (CTAL)

<https://ctal.udel.edu>

# Thinking Ahead: Planning for P&T

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- Establish a timeline for:
  - declaring your intention to go up for promotion
  - submitting materials for external reviewers
  - submitting full dossier
  - letter writers
- Review P&T resources and discuss expectations with others
- Set professional goals, with timelines for completion
- Make yourself and your work known to others at UD & beyond



# Preparing Your Dossier

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- Make your dossier well-organized and user-friendly.
- See FHB 4.4.11 for information on the organization and the elements that belong in a dossier.
- Required elements include:
  - a. Research, teaching, and service statements
  - b. Workload and COVID impact statements
    - See [ADVANCE website](#) for resources on COVID-19 impact statements
    - Join our UD ADVANCE COVID Impact Statement Writing Session:
      - April 18, 2:00 – 3:15. [Register here to receive the Zoom link.](#)
  - c. 2- and 4-year peer reviews.

# Preparing Your Research & Teaching Statements

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Evaluators will be assessing the impact and overall trajectory of your work. Your statements provide an opportunity for you to communicate your professional significance. They should be:

- brief and to the point
- written for a general audience
- visually friendly (consider graphs, figures, tables, etc.)
- evidence-based
- in the form of a narrative

## External Evaluation

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External letters serve as an important measure of research impact.

- Strong letters can go a long way towards a successful promotion case and can be especially useful for those faculty whose research area or methods are unfamiliar to other members of their department.

# Selecting External Letter Writers

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FHB ([§4.4.12](#)) contains a broad description of the process.

- See also departmental and college documents.
- Discuss the process with your chair or senior colleagues
  - Number of letters expected
  - Materials to submit and timeline for submitting them



# Selecting External Letter Writers

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- It is useful to have letter writers from faculty at top ranking institutions, but pedigree is not all that matters.
- Letters should come from faculty who are widely recognized as experts in their (and your) field.
- Consider people who know your work, but don't have an association with you that may disqualify them.
- Err in the direction of full professors and work to align with departmental norms.



Thank you and good luck on your path to promotion!

Contact Us:

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