



# TIPS: FACULTY ADVANCEMENT, SUCCESS AND TENURE (FAST)<sup>TM</sup>

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**PURDUE**  
UNIVERSITY

# Promotion and Tenure Review Process

- General
  - Committee deliberations are confidential
  - Individuals must be present for the discussion of your document
  - Levels of review
    - Department/School (unit primary committee in Oct)
    - College (area committee in Nov)
    - University (campus committee Panels A, B and C, in Feb)
    - Board of Trustees (in April)
- Tenure
  - Assistant to Associate Professor (tenure associated with promotion)
  - Associate to Tenured Associate (for faculty who come in as Associate without tenure)
  - Immediate Tenure (for Associate with tenure elsewhere to be considered tenure at Purdue upon hiring)

# General Information

- Units will do the most thorough review of your scholarship
  - Build a story
  - Celebrate your accomplishments
  - Explain your impact – don't leave reviewers to guess
- Committee members at the College and University levels will read the letters from external reviewers very carefully

# Tips - Promotion Document

- You create the document (Form 36)
  - Look at prior promotion documents
  - Look at the local guidelines (College and Dept/Unit)
  - Make sure to have others review your document and help you improve it before the committee reviews it
  - Listen to suggestions from senior faculty and mentors
  - You have the right to include what you want (you tell your story)
- External letters
  - Get to know individuals in your area at professional meetings ...virtual networking as an option
  - External reviewers need to be at “arms length” but should be knowledgeable about your area

# Mentoring

- Seek your mentor(s) as early as possible
- Let them know about your work and overall wellbeing
- Review your P/T material
- Present you in dept primary committee meetings
- [Mentors Checklist](#)
- Network with other senior faculty

# Impact of Hardships and/or Covid-19 on Faculty Productivity

- Extra effort in online teaching---new instructional methodology, preparation and grading; dealing with technology;
- Mentoring students who are in need due to Covid-19 impact on them;
- Canceled or postponed professional meetings affecting scholarly presentations and networking;
- Travel restrictions affecting field work and collaboration;
- Reduced grant opportunities affecting research progress and supporting graduate students;
- Extended review time from reviewers and publishers affecting timely progress of publications;
- Mental health, hardship and stress from childcare, senior care and overall challenges;
- Recognition from campus---automatic tenure clock extension directly due to Covid-19 and other issues that may cause research delays; documenting delayed work and impact;
- Holistic assessment of a candidate's readiness for promotion and tenure;

# Processes – Promotion Document

- Defining your scholarship

## President's Office Form 36 NOMINATION FOR PROMOTION

7	<b>BASIS OF NOMINATION - EMPHASIS OF SCHOLARSHIP</b> (one or more areas must be checked)		
	Discovery		
	Learning		
	Engagement		
8	<b>PRIMARY COMMITTEE VOTES</b>	Yes	
9	Comments by Head of Department (or School)		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

– National and international recognition

# Best Practices

- Your promotion document
  - Start it now – think about your scholarship, publication venues, grant agencies, collaborators, co-authors, etc
  - Think about external letter writers
- Make sure colleagues know what you are doing (via seminars, colloquia, talks, etc.) and document.
- Get involved professionally
  - Chair sessions at professional meetings
  - Organize workshops
  - Engage in collaborative work
- Document student mentoring activities (CLA guidelines, for example)



# Form 36 on Student Mentoring

Student mentoring has been listed in Form 36, Item 5 and 6 under “Discovery” (as basis of nomination), and under “Learning”, Items 6, 7, 8, 9, and under “Engagement”, Items 1, 3, 6.

# Examples of Active Student Mentoring

- Research activities that result in presentations and joint publications;
- Advising on student organizations and clubs;
- Service-learning and experiential coursework that involves substantial interaction with students and community;
- Study abroad and study away courses;
- Formal and informal programs for students and faculty interactions such as Faculty Fellow program, Summer Stay scholars, [DURI](#) (Discovery Park Undergrad Research Internships), undergraduate research conference, and honors courses, etc;

# Resources and Policies for Climate, Success and Life at Purdue

- [New Faculty Resources from the Office of the Provost](#)
- [Butler Center and ADVANCE Center for Faculty Success Coaching and Resource Network \(CRN\)](#)
- [Purdue Diversity Resource Office](#)
- [Office of Diversity, Inclusion and Belonging](#)
- [ADVANCE-Purdue and Center for Faculty Success](#)
- [National Center for Faculty Development and Diversity](#)
- [Purdue Faculty Association](#)
- [College of Liberal Arts Guidelines for Discovery and Student Mentoring](#)
- Ask your Head about your dept's mentoring practices and policies
- Look for new faculty programs within Colleges and University
- Understand tenure clock extension policy
- Familiarize yourself with life in the community---cultures, sports, recreation, leisure, entertainment, dining, school and childcare, etc.

# Faculty Support Resources

- [Faculty/Instructor Academic Support - Innovative Learning](#)
- [InnovativeLearningTeam@purdue.edu](mailto:InnovativeLearningTeam@purdue.edu)
- [Office of the Vice Provost for Faculty Affairs](#) (annual promotion and tenure memos)
- [Dual Career Assistance Program](#)
- [Purdue Human Resources](#)
- [Purdue's Center for Healthy Living/Healthy Boiler](#)
- [Employee Assistance Program wellness and counseling services](#)