***Promotion and Tenure Panel – Notes***

**Panel:** Dr. Verduin, Dr. Harris, Dr. Kibble, Dr. Zervos, Dr. Samsam

**Link for resources:** <https://med.ucf.edu/administrative-offices/faculty-and-academic-affairs/faculty-development/promotion-and-tenure-resources/>

**Starting the Process:**

* Have peers review your CV
* Review the forms and criteria early on in the process
* Carve out time in calendar to work on dossier
* Pull out sections of the requirements and compare directly to your CV to find gaps early on
* Attend Provost meetings in March to get their opinion on the Promotion & Tenure process and see what is most important to them

**Writing Tips:**

* Narrative is important, especially for non-traditional backgrounds, provides prospective for those outside of your department
* Have someone from the outside who is unfamiliar review the document and make sure it can be understood by the University review committee
* The committee will focus heavily on your summary statements and CV
* Try to avoid abbreviations

**Weighting:**

* 3 Elements (Approximate Weight) – this holds mostly true for BSBS faculty
	+ Research – 60-70%
	+ Teaching – 20-30%
	+ Service – 5%
* Pay specific attention to your previous evaluations – they will be in your dossier
	+ The committee would like to see improvements over your evaluations. If you had poor student evaluations one year, you may want to ask Faculty Development to come and observe you in the classroom to provide feedback. This shows you’re trying to improve.
* Major hurdle is funding – Show you are able to bring money into the college.
	+ Even if a grant is not awarded, show positive feedback and comments you receive
	+ Write in your dossier how you plan to improve in your work and become more successful

**Organizational Techniques:**

* Compile evidence (emails, communications, etc.) into relevant folders early on so it is easy to find information at a later date
* Set aside time to update your CV once a month to avoid forgetting about accomplishments
	+ You can also use this info for your annual reviews
* Create and maintain multiple CV formats that cater to what you are applying for
* You can utilize Google Drive folders when updating your CV that can be linked to your documents
	+ Easy to do if you build as you go
	+ Makes all of the evidence readily available to the committee

**External Reviewers:**

* Have your specialty external reviewers write your letters with more explanation than normal so faculty from other disciplines (who may be reviewing your dossier) understand the significance of your work.
* You will have four external reviewers, two will be selected by the department and you will be able to choose the other two
	+ For the reviewers you choose, list their CV details, credentials and provide photos

**Resources:**

* Lean on mentorship faculty to provide honest feedback throughout the process
* Make connections with people in committees, they have the best prism to review your CV
* Interface with supportive groups in your specialties
* University Citizenship – Pursue university opportunities to help others put your face to your name
* Faculty Development team has example dossiers in the Fac Dev office for you to borrow
* Faculty development can also provide feedback on your dossier, narrative statements and CV.