

Promotion Tips: Tenure track

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Top Ten Tenure Tips

1. Become recognized *for something in particular*
2. Focus, *do not dabble*
3. Make an impact, *in your field and establish a national/international reputation*
4. Do independent research, *do it well*
5. Publish, *early and often*
6. Bring in money, *use it well*
7. Strive for high quality teaching, *limit quantity*
8. Limit your service, *leadership can wait*
9. Make friends, *not enemies*
10. Learn the tenure requirements, *start in year 1*

Areas of evaluation:

1. Research
2. Teaching
3. Service
4. Outreach/extension

Types of cases

1. Excellence in one area (typically research), significant achievement in another (e.g. teaching or service)
2. Extraordinary accomplishment in one area (rare, but possible, almost always research)
3. Integrated cases: Need to focus on the overall **IMPACT** of the different areas, how they make each other stronger: **SYNERGY**. Be careful not to come across as if the integrated case was chosen to lump things together to save a record of weak accomplishments.

Excellence/ Significant Accomplishment in RESEARCH:

Do high quality original research
Generate new knowledge
Communicate to the Scientific/Medical Community: papers, meetings, visiting professorships
Stay with one or two coherent line(s) of research

Excellence/ Significant Accomplishment in TEACHING

Recognition for teaching is not the only bar – “It is not sufficient to be earn high ratings”
Innovation in curriculum: new methods, technology, innovation
Peer evaluations are critical: start early, ask others to “watch you in action”
Submit un-redacted written evaluations/feedback from learners

Prepare appropriate documents

Keep your CV up to date and save key materials (grant reviews, teaching evaluations)
Follow written promotion guidelines for Biological, Physical or Social Science Tenure committees
Start early; Take time to organize the material; allow time for revisions and changes.
Review sample tenure packets at the Campus Divisional Executive Committee office
Work with your department administrative person assigned to promotion, your Division Head, Department Chair and Mentoring Committee to make your case stronger

The Department Chair’s letter

Key aspect of your package. You provide the material the Chair needs for the letter. Put your accomplishments in language understood by others outside your field that do not know you. Tell your story. Do not be humble (impact factor, how competitive was the grant or award/honor you received)

Outside letters

MUST have at least 5 **arm’s length** letters. Think peer institutions. True “arm’s length” means they did not ever train or work with you. Internal letters and letters of collaborators are fine, but carry less weight. Use those to help explain your role in a group, especially your independent contributions if your work is “team science”.

Revised with permission from Nizar Jarjour, MD