

Ten things to Remember about Promotion and Tenure

1. Your promotion and tenure focus should be continuing, not sporadic or revived only in the year before your candidacy. You should be concerned with promotion and tenure every year.
2. Your CV is a critical document. Keep it current. Use the standard CWRU format (available at http://casemed.case.edu/facultyaffairs/aps_promotions.cfm).
3. Find mentors. Network among similarly situated colleagues.
4. Use your annual faculty evaluation meeting with your chair or division director for your benefit. Discuss your chances for promotion and tenure and your progress at that meeting. You should help set some of the agenda.
5. Get known by colleagues at other institutions. Present papers. Review for journals. Any professional activity extending beyond CWRU will be worth it.
6. Document your teaching. One of the weakest parts of almost every candidate's file is the record of teaching. Document teaching responsibilities as they happen as part of keeping your curriculum vitae up-to-date.
7. Administrative service contributions are important but, especially for junior faculty, should be carefully considered before accepting an assignment. Being a good citizen is nice, but try to limit time spent on committees, review and editorial boards, community health efforts, educational and professional society committees, etc., to those that enhance rather than draw time and effort away from your primary commitments.
8. Scholarship is the key criterion for promotion and tenure. While no single definition of scholarship has been accepted by the faculty, key factors include evidence-based research and teaching, peer review, and hypothesis driven research, whether concerning biomedical science or education.
9. Make yourself indispensable. Try to find the niche or the role that no one else can play in your department and fill it.
10. You are responsible for your promotion and tenure, for your research, teaching, and service, not your chair not your division director but you. Take control.