TENURE 101: UNDERSTANDING THE TENURE & PROMOTION PROCESS

PRACTICAL PROFESSOR WORKSHOPS
MISSISSIPPI STATE UNIVERSITY LIBRARIES

Dr. Deborah Lee
Mississippi State University Libraries
dlee@library.msstate.edu
@deb07
What this session will NOT cover!
Planning the Tenure & Promotion Process
Campus Resources
Tenure means I have a job for life!

The standards/expectations at the point of hire will not change.

If I’m really good at [fill in the blank], it won’t matter how strong I am in other areas.
PLANNING THE PROMOTION & TENURE PROCESS

Teaching

Research

Service
DEVELOPING YOUR P&T PLAN

- Develop your (unique) roadmap to success!
  - What would a successful portfolio look like at the end of your probationary period?
  - What would this look like at the 3rd year review?
  - What annual goals move you to your goal?
KEY QUESTIONS

- What are the expectations for tenure & promotion (teaching, research, service)?
  - In your discipline?
  - In your college?
  - In your department?
  - In your area of expertise?
What goals do you have as a teacher?

How do you plan to demonstrate your teaching effectiveness?

- Assessment can be more than just teaching evaluations.
Plan how you want to grow as a teacher:
  - Peer-review of teaching
  - Consultation with the Center for Teaching & Learning

Document your growth (Teaching Portfolio)
  - Reflect on your teaching and the changes you are making.
  - Write a brief narrative for each class.
PLANNING RESEARCH

- What goals do you have as a researcher or scholar?
- What type(s) of scholarly communication does your field value?
  - Does your department have a ranked list of journals?
- In what ways does your research make a contribution to your field?
  - Regional, national, or international conversations?
  - Think IMPACT.
Set publication goals and deadlines.
- Feed your pipeline: have material under review.
- Conferences, Grants, Call-for-Papers (Externally imposed deadlines)
Write each week. Integrate your research/writing into your weekly routine.
Consider forming/joining a writing circle or group.
What goals do you have for service?
What role does service play in your field and/or department?
What topics or areas are you passionate about?
PLANNING SERVICE: STRATEGIES

- Balance protecting your time versus pulling your weight in the department.
- Look for service opportunities that are a good fit for your interests/passions.
- Look for possible synergies with teaching and research.
Promotion & Tenure Guidelines

Promotion and Tenure Document

The Promotion and Tenure document for MSU was approved by the Robert Holland Faculty Senate, President Mark Keenum and Provost Jerry Gilbert in 2015. The Promotion and Tenure document can be found in the MSU Faculty handbook, and in AOP 13.07.

Departmental Guidelines

All departments are now required to have departmental promotion and tenure guidelines.

Resources

- Example External Review Letter (PDF)
- Promotion and Tenure Application (PDF) - (Word doc)
- Promotion and Tenure Committee Report (PDF) - (Word doc)

Faculty/Student Resources

For Faculty

- Academic Calendar
- Associate Deans Council
- Deans Council
- Degree Program Coordinators (PDF)
- Faculty Forms
- Faculty Handbook
- Faculty Senate
- Faculty of Distinction
- Guidelines for Faculty Parental Leaves of Absence (PDF)
- Operating Policies & Procedures
- Peer Institutions
- Promotion & Tenure Guidelines
- Student-Athlete Class Attendance Policy (PDF)
V. Promotion and Tenure Procedures

Revised and Approved by the Robert Holland Faculty Senate, 12-2-2014
Signed by Provost and Executive Vice President, Jerome Gilbert, 6-17-2013
Signed by President Mark Keenum, 6-17-2013

1. A. Scope

This document records Mississippi State University’s policies and procedures governing academic tenure and promotion in rank. These policies and procedures were drawn up by the Robert Holland Faculty Senate in accordance with the Bylaws and Policies of the Board of Trustees of State Institutions of Higher Learning (IHL) (sections 402, 403, and 404) and have been approved by the Robert Holland Faculty Senate, the provost, and the university president.
## Mississippi State University Peer Group

The following Southern Regional Education Board (SREB) land grant universities serve as the Peer Group for Mississippi State University. Each university listed is linked to the institution’s home page and to each office that is the equivalent of Mississippi State University’s Office of Institutional Research and Effectiveness.

<table>
<thead>
<tr>
<th>Peer Institution Home Page</th>
<th>Institutional Research Home Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn University</td>
<td>Office of Institutional Research</td>
</tr>
<tr>
<td>Clemson University</td>
<td>Office of Institutional Research</td>
</tr>
<tr>
<td>Louisiana State University</td>
<td>Office of Budget and Planning</td>
</tr>
<tr>
<td>North Carolina State University</td>
<td>Office of Institutional Research and Planning</td>
</tr>
<tr>
<td>Oklahoma State University</td>
<td>Institutional Research and Information Management</td>
</tr>
<tr>
<td>Texas A &amp; M University</td>
<td>Data and Research Services</td>
</tr>
<tr>
<td>University of Arkansas</td>
<td>The Office of Institutional Research and Assessment</td>
</tr>
<tr>
<td>University of Georgia</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>University of Tennessee</td>
<td>The Office of Institutional Research and Assessment</td>
</tr>
<tr>
<td>Virginia Tech</td>
<td>Office of Institutional Research and Effectiveness</td>
</tr>
</tbody>
</table>
Curriculum Vitae Guide

Office of the Provost & Executive Vice President
Division of Academic Affairs

Provost and Executive Vice President: Jerome A. Gilbert, Ph.D.

College of Agriculture and Life Sciences
College of Architecture, Art and Design
College of Arts and Sciences
College of Business
College of Education
College of Engineering
About Our Workshops

Our workshops are scheduled throughout the semester and taught by our knowledgeable faculty and staff. Browse the list of workshops to find one that suits your needs and register for an upcoming session or download supplemental material.

Instructors:
We can deliver a workshop tailored to your class's needs and schedule.

Prefer one-on-one help?
Schedule a research consultation with a subject specialist to talk about resources and search strategies.
If you need help with technology, call (662) 325-7070 to schedule a one-on-one session at the Instructional Media Center.

MSU Libraries offer a wide variety of workshops, presented by our knowledgeable faculty and staff. Topics include:
- Software (including Adobe Creative Suite, Microsoft Office, and EndNote)
- Emerging technologies
- Audio/Video Editing
- Research tools and methods
- Citation management
Consultation/Evaluation Services

The Center for Teaching and Learning at MSU provides consultations on utilizing various learning technologies and best practices for the design of instruction, as well as providing classroom observations and evaluations of teaching. We conduct observations by request for faculty for either face-to-face or online classes. To request an observation, the first step is to contact the director and schedule an appointment. At that time, the nature of your class will be discussed and possible dates for the observation will be chosen. Please schedule your observation as soon as you can, as it is difficult to schedule on short notice. During the observation of a face-to-face class, the CTL observer will come into the class and observe for at least 40 minutes. During the last 10 minutes, the instructor will leave and a focus group with students will be conducted. A report will be written which includes (a) a description of the class activities, (b) a summary of student comments, and (c) suggestions. For an online class, the CTL observer will enter the online class and review all components. The report will include (a) a checklist evaluation, (b) a description of the...
BUILDING YOUR PORTFOLIO

- Save everything! Develop a system....
- Your portfolio makes your argument for promotion & tenure; design it for your reader.
  - Colleagues in your department
  - Department and college P&T Committees
  - Campus administrators
  - External reviewers
Dr. Deborah Lee
dlee@library.msstate.edu

Your feedback on this session is greatly appreciated!