

Seminar: Tenure and Promotion

The Center for Faculty Excellence of the Office of the Provost presents a fall seminar designed for any faculty member who plans to prepare an application for tenure and/or promotion to Associate Professor in the next few years, including those who are not on tenure lines. Taught by Susanne Morgan with guest presenters, the seminar includes readings, lectures, structured activities, and online resources. We plan to help you with topics relevant to preparing your file, and also to preparing yourself for the review process.

Two sections of the seminar will be scheduled, each facilitated by Susanne Morgan and another senior faculty member. One, from noon to 12:50 on Mondays in Room 332 of the Park School of Communications, is co-facilitated by Barbara Morgenstern, and the other, at 3:00-3:50 pm on Thursdays in a location to be announced, is co-facilitated by Michael Trotti. You should choose the one that fits your schedule best, and plan to attend all sessions of your section. People at all stages of the tenure process will participate, some returning for a second year.

The face-to-face seminar will be complemented by an online narrative writing group. Faculty can be part of one or both; they are independent. The writing group serves to support and guide faculty who are preparing a narrative for a probationary or tenure file.

We want to be clear that participation in the seminar does not guarantee a positive tenure recommendation but rather is designed to provide an overview of the tenure and promotion process, answer questions that people might have, and provide "best practices" or helpful points of information in compiling a tenure dossier.

Seminar Goal: To support Ithaca College faculty toward successful tenure and promotion.

Seminar Objectives: Following this bi-weekly semester-long series, a faculty member should be able to:

- Identify the sequence of events in the review process
- Name the sections of the final package, and understand the kinds of evidence to retain
- Define and illustrate the five kinds of scholarship included in the Faculty Handbook
- Prepare a list of people of whom requests for review letters could be sent, in the areas of scholarship and service, and build a list of appropriate students to ask for letters
- Reflect thoughtfully on your own teaching and produce private reflective statements about it
- Locate scholarly resources on teaching and scholarship and explore uses of that research in your own file preparation process
- Prepare a strategy for service and identify the documents that can substantiate institutional engagement
- Review examples of effective personal narratives and draft an outline of one
- Contact one or more persons who could provide mentoring through the process
- Identify legal pitfalls and strategies for avoiding them

- Locate sources of support for particular challenges such as writer’s block or English facility

Text provided:

Diamond, Robert M., 2004, “Preparing for Promotion, Tenure, and Annual Review: A Faculty Guide, Second Edition,” Jossey-Bass.

Schedule:

Session	Monday 12-12:50, Park 332	Thursday 3:00- 3:50	Topic
1	9/14	9/17	Tangible evidence: file, dividers, categories (starter kit provided)
2	9/21	9/24	Teaching: Doing your best; documenting it well
3	10/5	10/8	Scholarship: The famous five types
4	10/19	10/22	Supporting scholarship: Guidelines; outside letters
5	11/2	11/5	Service: Strategies; documentation
6	11/16	11/19	What happens to your file? Voices from the T&P Committee
7	12/7	12/3	How I went about preparing my file: Voices from recent candidates

To Register:

- Use the online form at the Center for Faculty Excellence, <http://www.ithaca.edu/cfe/activ/tenuresem2009/>
- For more information, contact Susanne Morgan, morgan@ithaca.edu or 274-3521