



## PROMOTION & TENURE RECOMMENDED PRACTICES

JANUARY 2019

*Compiled by the IUSM Faculty Development Coordinating Committee (FDCC)*

### RECOMMENDED PRACTICES FOR DEPARTMENTS

- Appoint an active, competent, and engaged P&T primary committee chair and committee and have them attend the annual FAPD workshop for primary committee chairs and members
- Establish a unit coordinator (staff coordinator) in department who is engaged, proactive, and helpful
- Have an annual presentation at a faculty meeting on P&T (reminder of importance, any updates to timeline, process, and requirements)
- Host an annual, formal, informational meeting for new faculty about basics of P&T
- Make P&T a formal part of the annual review discussion
- Establish a policy that any faculty who receives a negative annual review be required to undergo a thorough review by the primary committee for constructive and instructive purposes
- Celebrate successful promotions and awarding of tenure

### RECOMMENDED PRACTICES FOR THE PRIMARY P&T COMMITTEE

- Establish multiple experts on P&T within primary committee through training for committee members, such as the annual FAPD workshop for primary committee chairs and members
- Use the guidelines and rubrics when doing education about P&T as well as when evaluating materials
- Devise departmental P&T timelines that begin early enough to prompt faculty to prepare
- Have the P&T primary committee chair or member meet with faculty pursuing promotion and/or tenure
- Encourage faculty to attend FAPD P&T information sessions in the fall and spring
- Supplement FAPD P&T sessions with internal sessions
- Provide formal feedback to faculty prior to their 3-year review
- Establish a department mentoring committee in which P&T is emphasized, especially for probationary faculty (see FAPD website on mentoring models)
- Consider organizing facilitated, peer-led promotion accountability groups (mainly for dossier preparation)

### RECOMMENDED PRACTICES FOR INDIVIDUAL FACULTY

- Review the guidelines. Consider them to be similar to author instructions when you submit a manuscript.
- Review CV with a primary committee expert on P&T
- Attend FAPDD P&T information sessions in fall and spring
- Participate in peer led promotion accountability groups (mainly for dossier preparation)
- For faculty in I3 program take advantage of I3 mentor discussions
- Sign up for a Career Development Consultation (available on FAPD website)
- Schedule at least one formal peer review of teaching (available on FAPD website)