Promotion & Tenure Recommended Practices

*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 the 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 the basics of P&T
* Make P&T a formal part of the annual review discussion
* Establish a policy that any faculty member who receives a negative annual review will be required to undergo a thorough review by the primary committee for constructive and instructive purposes
* Celebrate successful promotions and the awarding of tenure

# Recommended Practices for the Primary P&T Committee

* Establish multiple experts on P&T within the 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 before 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 the I3 program, take advantage of I3 mentor discussions
* Sign up for a Promotion and Tenure Consultation (available on the FAPD website)
* Schedule at least one formal peer review of teaching (available on the FAPD website)