

Quick Start Guide to Tenure and Promotion

1. Get copies of your university, college, and department/division policies for tenure and promotion. If your offer letter includes statements of expectations you must meet to earn tenure, add the letter to your file of overall expectations. Always know where these items are and refer to them often.
2. If your offer letter includes a statement giving you years of credit toward tenure and promotion based on work at another institution, you must document that previous work in the same way that you document your work at Marshall. Collect and/or save such documentation as soon as you can.
3. Publications and creative works are essential for tenure or promotion in most colleges. Try to get an idea of how many, and of what quality, of these products are required.
4. Consider serving on one college committee, one university committee, and one community agency or activity on a regular basis. Multiple years of service at the same activity can be efficient and effective. You may do much more than this, but prior to tenure your service activity should be limited while you get your scholarly or creative work underway, and get your teaching well established. Learn to say no unless you absolutely know that the activity will help you gain tenure. It is critical, however, that you do your share of work within the department.
5. Attend all department and college programs for pre-T&P faculty.
6. Treat every annual evaluation as a way of documenting each year's progress toward T&P – save everything!
7. Ask your chairperson or division head for a yearly consultation on your progress toward tenure and promotion.

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8. Get to know people in and out of your department.
9. Save documentation of everything you do that falls within your T&P guidelines: letters of appreciation, publications, letters of acceptance to conferences and for publications; dates of conferences you attend; dates and audiences of workshops, talks, and speeches you give; copies of conference programs that have your contributions listed; dates and titles of all faculty development activities you attend; list dates and names of all committees you serve on (department, college, university, community) get documentation of service if possible; describe your contribution to jointly authored works; know whether conferences and publications are refereed; list all grant applications submitted (whether awarded or not); and document all awards and honors received.
10. Ask for a third year (mid-tenure) review if this is not a standard operating procedure in your department. The portfolio for this review forms the basis for the first part of your “real” tenure or promotion portfolio.
11. Record the names of students you work with for independent study, research, and in your labs. Record titles and dates of joint projects or independent studies.
12. Your course names and enrollments are always available on MyMU and MU BERT. Learn how to access your teaching records through these systems.
13. Save your student course evaluations. Save the summaries of your department evaluations as well. You should be able to compare your student ratings with the department or college as a whole.
14. Keep all classroom observation reports from your peers and/or chair. Know how many of these peer observations are required by your college or department.

As you approach tenure and promotion decisions:

1. Find out who is on the department and college T&P committees.
2. Ask to see successful T&P portfolios – many faculty will gladly show you theirs.
3. You can only apply for tenure in the year that is indicated in your offer letter. While you must meet the minimum number of years specified in the Greenbook to apply for promotion, whether you apply at this minimum or at a later time is your decision.

Consult with your department head and senior colleagues before making your decision.