Preparing your Promotion Package

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Supported by the Office of the Provost and VP for Academic Affairs
Session Overview

1-2:15 Package Preparation
- Vicky Bergvall, Associate Professor, Humanities
- Sarah Green, Professor, Chemistry
- Kathy Halvorson, Professor, Social Sciences & SFRES
- John Irwin, Professor, Manufacturing & Mech Eng Technology
- Greg Odegard, Professor, Mechanical Engineering

2:15-2:30 Break

2:30-4:00 Digital Measures (Robyn Johnson)
Advice from the Deans: Research

Don’t
• Have the research “speak for itself”

Do
• Make connections among your research outputs to establish area of expertise
• Indicate what research was completed prior to joining MTU and what was completed after
• Indicate your “H” factor
• Indicate impact of research on your field
Advice from the Deans: Research

Don’t
• List articles and presentations with no context

Do
• Document your contribution if co-authored paper; who presented for presentations
• Provide links to articles
• Provide documentation of impact (e.g., citation count)
• Provide information on quality of the journals; degree of peer-review
Advice from the Deans: Research

Don’t

• List articles and presentations with no context

Do (cont.)

• Indicate graduate, undergraduate student authors on publications
• List whether presentations were invited or refereed
• List technical reports and proceedings separately from peer-reviewed journal publications
Advice from the Deans: Research

Don’t
• List grants with no context

Do
• Describe outputs of projects
• State amounts received as PI and as co-PI
• State roles of each of the PIs and co-PIs
Advice from the Deans: Teaching

Don’t
• Provide teaching evaluations without context

Do
• Provide contextual information for interpreting teaching evaluations
Advice from the Deans: Teaching

Don’t
• Write nothing about teaching improvements or list micro-level teaching innovations

Do
• Take time to fill out FARS information (summaries of teaching innovations and evaluations); include significant changes
• Explain whys and hows of continuous improvement (i.e., rationale)
Advice from the Deans: Teaching

Don’t
• Provide no documentation of teaching

Do
• Provide documentation of teaching innovations
• Provide assessment information that shows student learning
Advice from the Deans: Service

Don’t
• List service with no context or documentation

Do
• Provide details (e.g., role and responsibility if editor of a journal; # papers reviewed if reviewer)
• State which committees were a large time commitment and which were not
• Organize service into themes
Advice from the Deans: Service

Don’t
• Claim full credit for partial or modest contributions or try to cover up a weak record

Do
• Honestly document achievements and contributions
Advice from the Deans: Overall

Don’t

• Present a haphazard message

Do

• Be deliberate about the message; show purposeful direction and that you are building momentum
• Have someone “distant” proof the packet for the message
Comments from Panel

• Vicky Bergvall, Associate Professor, Humanities
• Sarah Green, Professor, Chemistry
• Kathy Halvorson, Professor, Social Sciences & SFRES
• John Irwin, Professor, Manufacturing & Mech Eng Tech
• Greg Odegard, Professor, Mechanical Engineering
Questions?