

Overview of process

How to prepare a successful dossier

Term Faculty Advancement





Presenters:

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Agronomy

Faculty Handbook 5.4.1.3

Timing and eligibility – all are non-mandatory

Preparing a portfolio

Review by the department and chair

Review by the college

Review by the university

Timing and eligibility

Assistant to Associate rank – after 5 years of employment

- May include previous service at another institution if stated in LOI
- Advancement to the term associate rank denotes a record of successful contributions to the mission of the university or the professional field as defined in the PRS and promise of further accomplishment

Associate to Professor rank – no set term

- Based on the assessment of the record since the last advancement
- Advancement to the term professor rank is appropriate for term faculty who have proven their excellence in the primary responsibilities identified in their PRS and effectiveness in any other areas of their PRS

Preparation – getting ready

Understand your PRS

- Does it clearly define your responsibilities?
- Do you understand expectations for each component?
- Are the % efforts reflective of your actual work?
- Do you review it annually with your department chair?

Understand your departmental expectations and culture

- Consult with your mentor regularly
- Attend faculty meetings, events and special meetings
- Meet with your peers to understand the broader department goals
- Discuss your role in the department's mission with your department chair

Preparing your portfolio

The candidate is responsible for submitting a faculty portfolio documenting their performance with respect to the responsibilities identified in their PRS.

- Candidate submits
 - Curriculum vitae (no page limit)
 - CALS Template for Summary of Candidate Accomplishments (10 pages max)
 - On the CALS website

Teaching impacts

- Consider how you have enhanced/improved/innovated your teaching
 - Engage with CELT – try new approaches – document outcomes
- Report your assignments by semester and with % effort clearly explained
 - Describe the courses and your contributions to content and delivery
- Keep track of teaching assessments
 - Class climate surveys
 - Departmental averages by semester/course type
- **Receive peer evaluation of teaching – this is a must!**
 - Consult department curriculum committee or chair on what is expected
 - Participate in CELT trainings and use assessment tools
- Document teaching improvements and innovations
 - Evidence that learning outcomes are achieved




Research impact

- Define your research niche and focus
- Tell the story of your research
 - What have you accomplished
- Demonstrate productivity through outputs
 - Publications, grants, conferences, students
- Explain collaborative work
 - Your contribution defined – for each grant and publication
- Describe the impact of your efforts
 - Who has been impacted
 - What has changed due to your work
- Research track faculty (only) must have 3 external letters



Service impacts

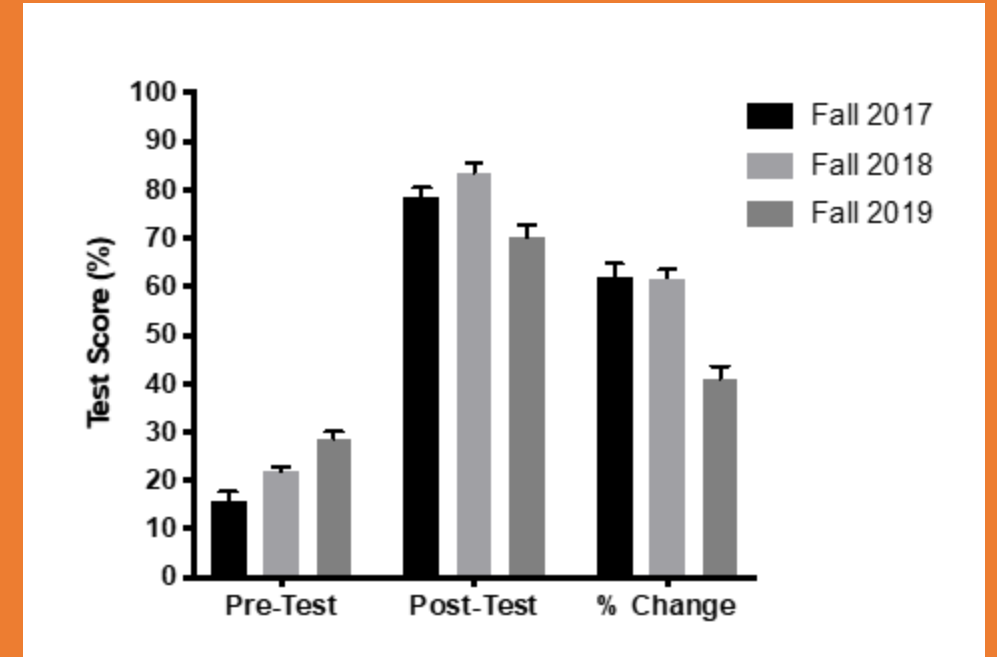
- Document your service contributions
 - Include service to institution and profession
 - Community engagement if relevant to your work
 - Be engaged and take on tasks to advance the department
 - Demonstrate how you have made an impact in your service
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Strive to tell
a compelling
story

- State the importance of your work
- Identify on who and how your work has had impact
- Describe the work in the greater context of your discipline or department
- Find the important themes and highlight them
- Explain how your past will inform and direct your future




Use graphs when possible



Pictures too, but with restraint.....

Preparation – setting a plan

- 
- Discuss timing with mentor
 - Discuss timing with department chair

- 
- Read department governance document
 - Meet with department committee

- 
- Attend college workshops
 - Attend university workshops

Preparation - launching

- Notify department chair of your plan to request advancement
 - Follow departmental governance document timing
 - College requests departments to provide list of cases a year in advance
- Understand what documentation you need
 - Review departmental guidelines
 - Consider faculty handbook descriptions
- Set a timeline for yourself
 - Know when it is due to the review committee
 - Set deadlines for drafts – give time for mentor to review
- Turn materials in on time

Best practices

Make the document easy to read and follow

Use visuals to show key facts and trends

Accurate and truthful

Avoid confusion and mismatched data

Have someone else review and edit

Department committee reviews the materials

- According to governance document
- Report summary is prepared
- A faculty meeting and discussion is held
- Vote taken - may be only committee or full faculty



Department chair reviews the summary and vote

- Prepares their own letter of assessment
- Meets with candidate to discuss the outcome
- Submits materials to college by February 1



College associate deans review each case

- Prepare a summary letter for the Dean
- Discuss cases with the Dean
- Dean reviews/edits summary letter
- Notifies candidates of outcome
- Submits materials to Provost by March 1

Resources

Faculty Handbook – criteria and process



Provost website – guides and best practices – forms



Librarian – ways to cite and present research



Review example dossiers (Mklee@iastate.edu) or
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