Preparing P&T Dossiers

*An Associate to Full Professor’s Perspective*

- **Professor**
  - Animal Science
  - July 2012
  - 85% AgResearch
  - 15% Teaching

- **Associate Professor**
  - July 2005
Tenure & Promotion...
“First Day of the Rest of Your Life”

Important Academic Milestone

Promotion to Full Professor

• Preparation is key!
• Know-follow the “rules”
• Know expectations

To be Celebrated!

Manual for Faculty Evaluation
The University of Tennessee, Knoxville
2012
Promotion to Full Professor!

- Just **DO** it! and do **IT** well!
- Acquire supporting information
  - Original documents
  - Keep an updated CV
- Recognize importance of collegiality
Life is Hard...

But only as Tough as YOU make it 😊!

Surround yourself with great people

– Provide “real life” examples of how to move through academic path while striving for excellence

– “Cheerleader & Coach”
Surround yourself with people that will tell you what you NEED to hear😊!

“Frankly... everything makes your butt look big!”
Don’t Forget How to Say NO!

Keep AgResearch, Teaching and/or Extension Activities a Priority

Make Sure Scholarly Activities are Consistent with Appointment
Preparation to Full Professor! Compose-submit your Dossier

- Collection of materials highlighting your teaching, AgResearch and Service contributions-activities
Your “Sales” pitch

– Highlights accomplishments during evaluation period
– Conveys potential for continued success
Preparing the P & T Dossier May Be Daunting for Some 😊

It is **YOUR** responsibility and **GOAL** to present a strong enough case to convince numerous others that **YOU ARE** worthy of receiving tenure and/or promotion.
Dossiers of individuals recently promoted

– Not for content...
– See examples of successful dossiers
– How to convey YOUR unique accomplishments and contributions
– UTIA example “Library” coming soon😊
“It’s not what you say but how you say it?”

How you present YOUR information is CRITICAL for presenting a strong enough case to convince numerous others that YOU are worthy of receiving tenure and/or promoted.
“Challenges” Not that Different to Grant Writing...

Success dependent on taking time to get

– Informed
– Prepared
– Compose a strong compelling case
– Getting critical feedback from colleagues-mentors **BEFORE** submission
“Challenges” Not that Different to Grant Writing...

• Not all dossiers are approved
• Associate to Full Professor
  – Opportunities may exist for resubmission
  – Assuming applicant addresses previous reviewer(s) concerns and comments
Compose Dossier for Your Reviewers

• Real people...who want you to succeed!
• Be mindful of their challenges
  – Overworked 😊 with little “extra” time
  – “Volunteered” to read several dossiers
    • Dossiers not available until mid-December
    • Christmas break up through beginning of spring semester 😞
    • Early morning/late nights
Compose Dossier for Your Reviewers

• Make it EASY to read
• Demonstrate transparency in dossier
  – Don’t embellish or hide problems
• Recognize that the Dossier is the only material most will have for evaluating you
• First impressions matter
  – No typos, careless errors
  – Your departmental rep is NOT present when your dossier is reviewed by UTIA P & T committee
• Challenges not that different from composing peer-reviewed manuscripts or review articles
**Spoon Feed Your Reviewers ☺!**

- Expect to summarize your “raw” data in diff sections to best reflect **your RESULTS** during period evaluated

<table>
<thead>
<tr>
<th>Activities/Products</th>
<th>Total</th>
<th>While Associate Professor at UT</th>
<th>While Associate Professor at UK</th>
<th>Outcomes</th>
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<tbody>
<tr>
<td>Refereed Publications</td>
<td>22</td>
<td>14</td>
<td>8</td>
<td>Peer review of research &amp; information dissemination</td>
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<tr>
<td>Grants for Research</td>
<td>15</td>
<td>13</td>
<td>2</td>
<td>Obtained funding to support research</td>
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<td>(as PI)</td>
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<td>($3,164,702)</td>
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- Make sure all your numbers add up!
- Show consistency and accuracy across all sections
- Dossier & CV need to be well aligned
Specific Requests from Your Reviewers

• Dr. Burn’s suggestions/examples very important

• Peer-reviewed publications
  – Note if it is a graduate student’s paper

• Teaching Efforts
  – Tabular summary of courses taught, frequency, participation level, class size, estimate of time spent etc

• Extension Efforts
  – Summary of evaluation scores for presentations along with a key stating what the numeric score represents
DEVELOPMENT OF ALTERNATIVE STRATEGIES TO ALTER SEX RATIO OF FARM ANIMALS: Development of effective simple methods to increase the probability of producing a female calf is economically desirable for the dairy industry since females are required for milk production. Methods to predetermine sex of farm animals include embryo sexing (requires biopsy of early embryo with subsequent analysis using polymerase chain reaction), ultrasonography, and sexed semen using flow cytometry (physical separation of X- and Y-bearing sperm). These methods are costly, laborious and require a high degree of technical expertise limiting practical use by most dairy producers. Moreover, sexing sperm via flow cytometry damages sperm thereby reducing fertility. Thus, alternative strategies are in demand. During the past several years, Dr. Edwards’ laboratory has conducted basic research to identify biological differences in X- and Y-bearing sperm with the intent of developing nontraditional methods to alter sex ratio at the time of insemination without impairing fertility. Preliminary data collected to date support the notion that biological differences do exist between X- and Y-bearing sperm. Proprietary nature of her research findings restrict reporting in peer-reviewed journals at this time. One disclosure has been filed with others likely forth coming. This research which was initially supported by the State of Tennessee through AgResearch and the Department of Animal Science has been largely supported by industry dollars. Since 2005, she with collaborators Drs. Neal Schrick and Louisa Rispoli have been awarded >3.7 million dollars by private industry to continue working in this focus area.

IDENTIFYING GENES OF ECONOMIC IMPORTANCE TO THE DAIRY INDUSTRY: The choice of an egg as a starting material to unravel some of the mysteries of infertility is logical as it contributes half of the genetic material and greater than 99% of the cytoplasm to the early embryo after fertilization. Of particular interest to Dr. Edwards’ laboratory are the pools of maternal transcripts within the egg cytoplasm that are needed for continued development as they provide the necessary templates for protein synthesis during critical time periods when the egg
• Great opportunity for great reflection & self assessment
• Don’t procrastinate

• Ill-prepared dossiers may not fair well...
• Plan ahead, start now😊
• If at first you don’t succeed... try again😊
• All the best!