Associate Professor to Professor

UTIA Promotion and Tenure Workshop

June 14, 2017

Robert T. Burns, PhD. PE
Associate Dean & Professor
University of Tennessee
Presentation Outline

• Criteria for appointment as Professor

• Timeline for Promotion to Professor

• Dossier Preparation Suggestions
Teaching

Associate Professors –
Be **good** teachers

Professors –
Be **accomplished** teachers
Recognized

**Associate Professors** - Recognized record in disciplinary research / scholarship / creative activity / engaged scholarship

**Professors** - Nationally recognized record in disciplinary research / scholarship / creative activity / engaged scholarship
Service

Associate Professors - *Record of* institutional, disciplinary, and/or professional service or outreach engagement

Professors - *Record of significant* institutional, disciplinary, and/or Professional service or outreach engagement
Work well with others

Associate Professors - *demonstrated* that *they work well* with colleagues and students

Professors - *shown beyond doubt* that *they work well* with colleagues and students
Serve as Mentors

Professors – are expected to serve as mentors to junior colleagues
Serve as Associate Professor

Associate Professors serve at least five years in rank before promotion to Professor.

Exception to this policy requires approval of the UTIA Chancellor

“The years 1966 through 1995 are blank because I was on tour with the Grateful Dead”
Promotion to Professor

An associate professor should consult with his / her department head before initiating promotion procedures.

The final decision on proceeding rests with the faculty member.

However, if the faculty member is denied promotion after completion of the process then he / she must forgo at least one full promotion cycle before again initiating promotion procedures.
Criteria for appointment to faculty rank are provided in the Faculty Handbook.
The promotion procedure is outlined in the Manual for Faculty Evaluation.

Appendix B – Instructions for assembling the dossier
UTIA Dossier Preparation Tips

- Remember that your dossier is the means to communicate your program, approach, and specific evidence of your scholarly progress via achievements and impact to the promotion and tenure committee.

- Faculty should follow exactly the dossier format outline in the Manual for Faculty Evaluation, Appendix B.

- List and number all items (publications, grants, etc.), preferably from newest to oldest.

- Dossiers should be checked by the submitting department for content and formatting before submission.

- Clearly designate your scholarship record from your last promotion, and/or your arrival at UTIA.

- Grant citations should include grant details such as funded totals, grant-specific cost share and in-kind funding, your role, and funding amounts to your programs.

- Clearly define your role in courses, publications, proposals, projects and other forms of academic scholarship listed in your dossier.

- Where appropriate, provide an overall summary table of your scholarship deliverables at the beginning of your dossier.

- Where appropriate, provide summaries of your scholarship at the beginning of sections or subsections of your dossier. Tables, graphs or charts are all effective ways to document your accomplishments in a collective manner (e.g., funds secured over time, publications, student credit hours generated, external contacts, speaking engagements, etc.).

- Make sure that all numbers and totals are consistent throughout the dossier. For example, individual grant citation funding should sum to the total listed in the summary.

- Extension scholarship should be placed under section B, Teaching Ability and Effectiveness of your dossier. Extension faculty should include a teaching philosophy.

- Well-organized and focused dossiers are well received by review committees. Keep the combined length of sections B – D of your dossier to 25 pages or less.

- Submit the electronic version of your dossier as a single pdf file with a link Table of Contents to the dossier sections. (Thumbnail in word prior to creating pdf.)

- Never embellish any part of your dossier in any way.
2017 Deadlines

The timeline for promotion to Professor follows the UTIA P&T deadlines

10/20/17 - Deadline for candidate to submit supporting materials/dossier to Department Head.

12/18/17 - Deadline for dossiers and supporting material to be uploaded to SharePoint website.