

Advance Forward *Promotion to Professor Task Force*

TIPS from the members of College PTE committees (28 February 2012):

After your promotion to associate professor:

1. Ensure that your position description, your allocation of effort and, where appropriate, your workload statement, are up-to-date.
2. Balance the time spent on teaching, research, and service, but do not overextend on service.
3. Attend one national or international research conference in your area at least every other year.
4. Start thinking "leadership roles," for instance
 - Become a mentor to faculty on the tenure track and advocate for equitable access to resources and opportunities to succeed. Doing so keeps you grounded in terms of departmental needs and concerns (retention).
 - Search out some opportunities for leadership or increased visibility on campus, e.g. chair a committee at the college level, participate in a campus-wide initiative or task force.
 - Professional service: network and find some role in a committee of your favorite professional organization.
5. Start visualizing the next phase: promotion to professor.
 - Keep your CV and other materials updated. This also comes in handy when opportunities for grants, awards, cooperation or positions present themselves.
 - Ask a trusted colleague to review the accomplishments listed on your CV and in your faculty activity reports in light of the requirements outlined in your PTE document.
 - Carefully follow the time schedule and format guidelines required for the promotion-to-professor application. Put time and effort into the portfolio preparation.
6. Don't burn bridges. Treat colleagues and students with dignity and respect.
7. Maintain healthy activities and interests outside the university. If you find yourself overwhelmed, don't hesitate to consult the confidential, free of charge Dear Oaks Employee Assistance Program. It may offer strategies for coping and other types of assistance. See: <http://www.deeroaks.com/pages.asp?id=4>