



# Academic Professional Track Faculty Promotion Workshop

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# Academic professional track titles

- Lecturer/Senior Lecturer
- Instructional Assistant/Associate/Full Professor
- Clinical Assistant/Associate/Full Professor
- Research Assistant/Associate/Full Professor
- Executive Assistant/Associate/Full Professor
- Assistant/Associate/Full Professor of the Practice

# What do you need to accomplish?



# How do you know the expectations for promotion?

- Understand/know guidelines for your specific track
- Guidelines are college and/or department specific
  - Some departments have time limits (clock) others don't
  - Some departments have mid-term reviews other don't
- During annual evaluation discuss with your department head where you stand in your progress towards promotion

# How do you know the expectations for promotion?

- If you want to be considered for promotion your dossier must be put forward
  - It is recommended that you discuss your promotion first with department head and other senior faculty members

# Assistant to associate professor



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An exemplary level of accomplishment as measured against the contributions of others in the field

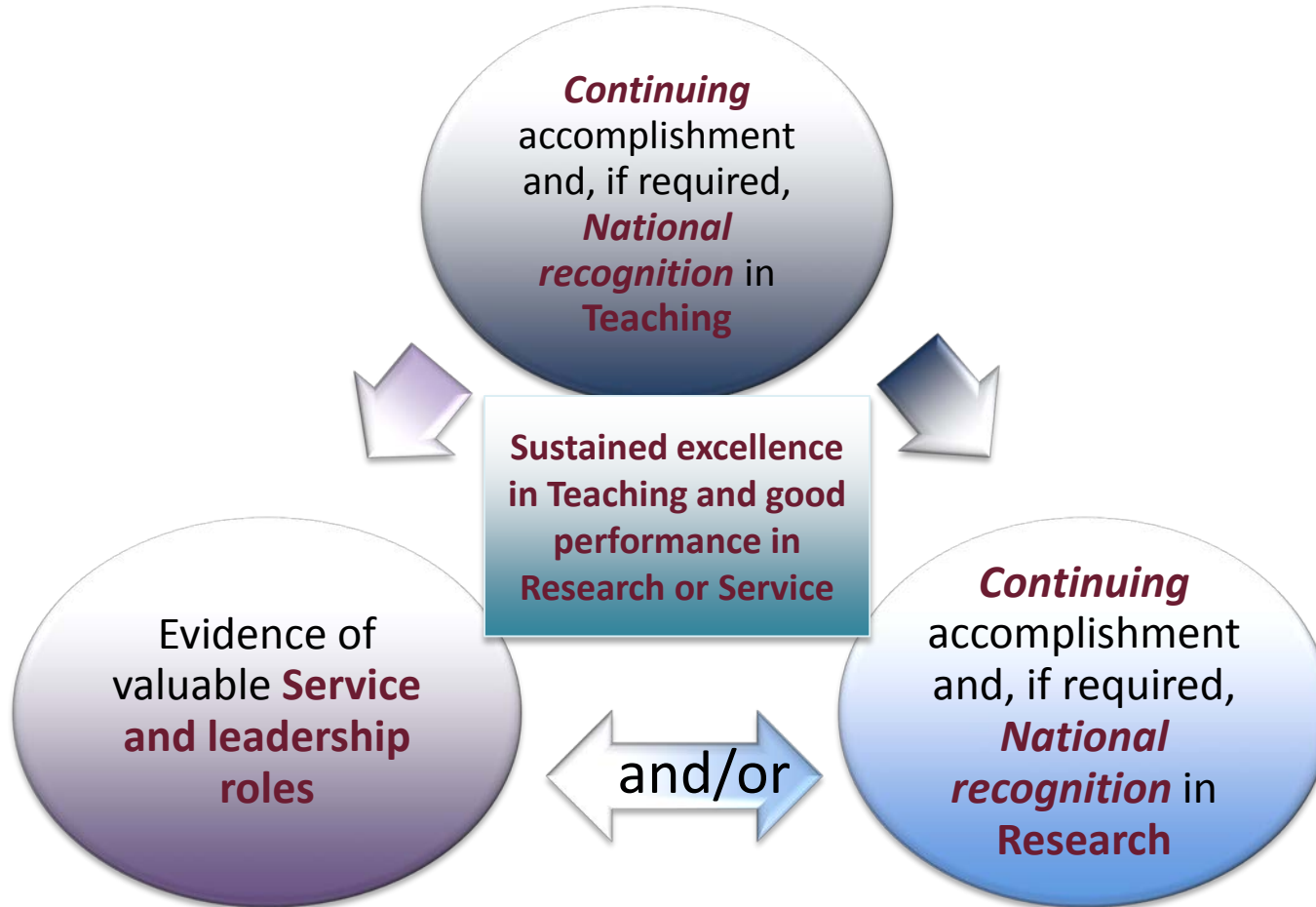
Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of Texas A&M University

Associate Professor

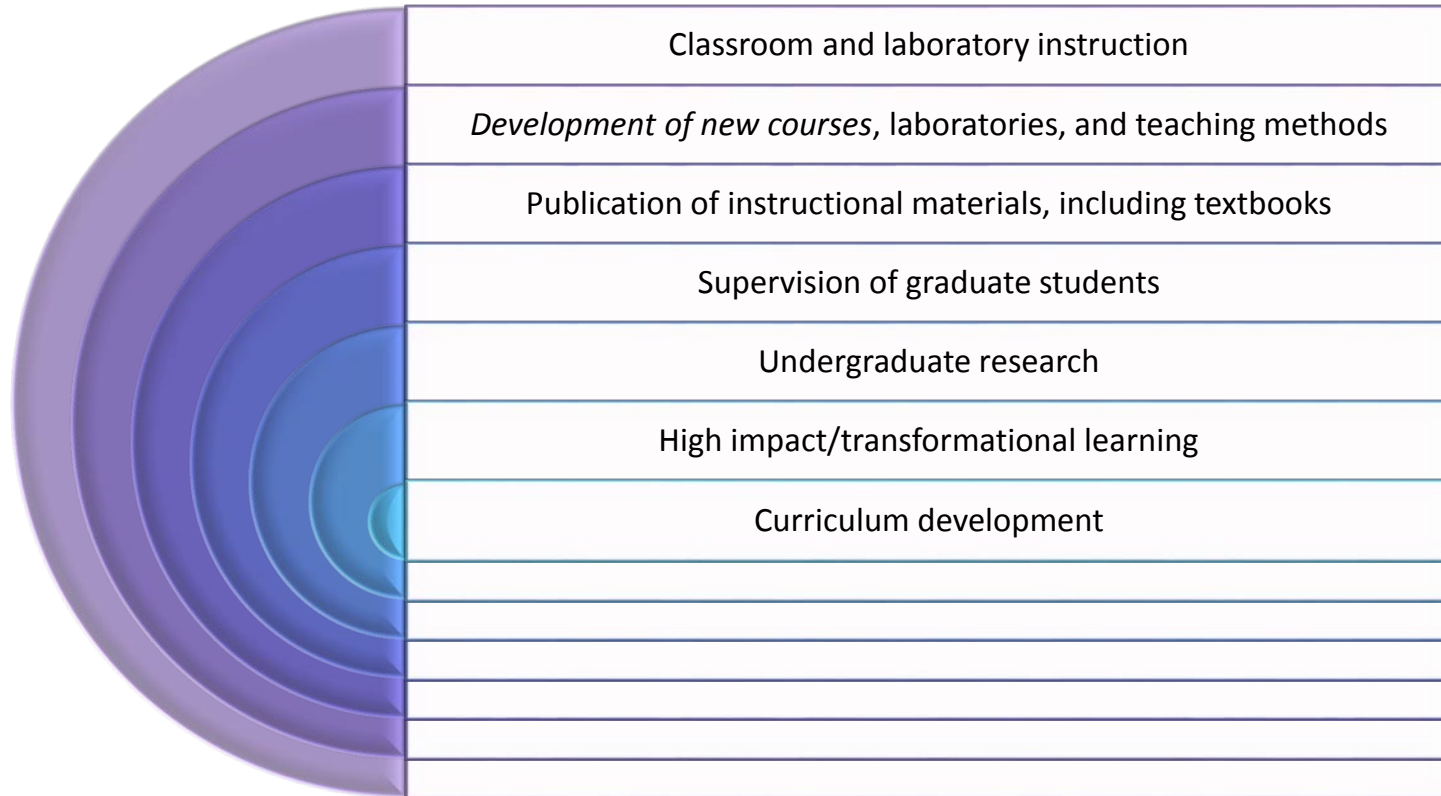
An area of specialization germane to the programs of Texas A&M University, one not currently represented on the tenured faculty, or one that provides desired reinforcement in an area of priority

Evidence indicating a commitment to maintaining the level of competence in teaching and research or service

# Associate to full professor



# Teaching, Research and Service





# Teaching

- Not only number of courses taught and student evaluations
- Provide:
  - Class syllabi
  - Class materials
  - Examples of exams and assignments
  - In classroom peer evaluation
- Demonstrate **Impact**
  - Transformational/High impact learning experiences
  - Novel pedagogical approaches
  - Teaching awards or grants
  - Undergraduate research
  - Curriculum redesign

**Creation and dissemination of new knowledge or other creative activities:**

- **Publications**
  - Books
  - Peer reviewed articles
  - Peer reviewed Conference Proceedings
  - Book chapters/Review articles
- **Creative work**
  - Music composition
  - Play, poetry, novel
  - Painting, sculpture
  - Design
- **Conference Presentations**
- **Grants**
- **Interdisciplinary research**
- **Collaborations**

# Research / Scholarship



- Figure out the expectations
  - Ask colleagues and DH
  - Publications, grants, graduate students
- Use set aside time for scholarship
- Write every day – if only one hour

# Research / Scholarship



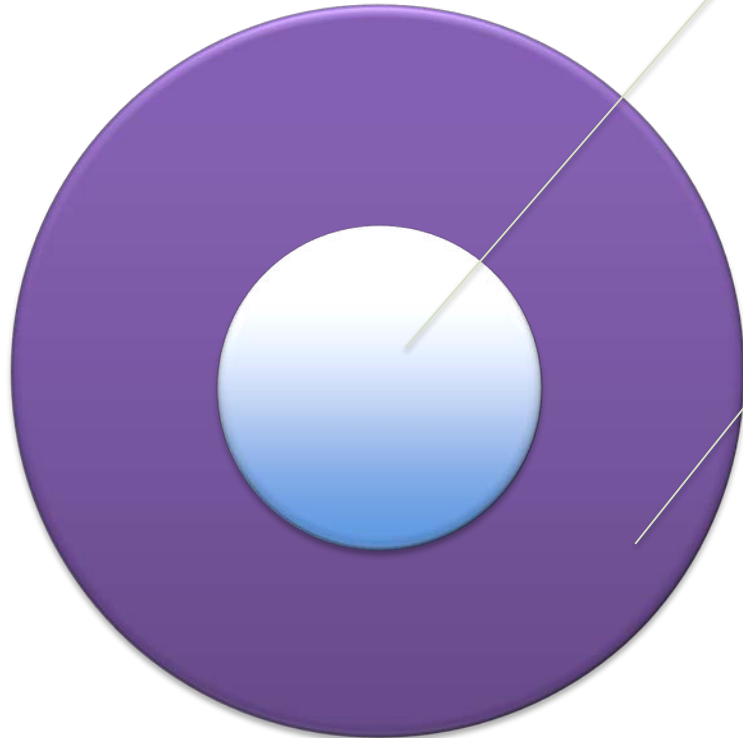
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- Demonstrate **Impact**
  - Grants/publications/books/creative work
  - Invitations to speak/task forces/panels
  - Grant panels
  - Editorships
  - Patents/Technology commercialization
  - Exhibitions
  - Book reviews
  - Plays
  - Citations
  - h-index
- Provide context for your discipline

# Teaching, Research, Service



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Service to the institution, to students, colleagues, department, college, and the university:

***Leadership role:*** internal recognition/collegiality

Professional societies, research organizations, editorial boards, review panels, governmental agencies, the local community, and the public at large:

***Leadership role:*** national/international recognition

# Service

- Service helps **YOU** build a career
- Take on tasks of interest to you
  - Department
  - College
  - University
  - Community/Extension
  - Professional
    - Build your network
  - Demonstrate the **IMPACT**

# Feedback is important



Midterm Review

Annual Reviews

Peers & Mentors

# How do I know I'm ready?



- Seek feedback
- Seek constructive feedback
- Seek constructive accurate feedback
- Seek constructive accurate feedback from various sources
- Identify gaps and develop a plan to achieve goals



# The process

**Early Fall 2017**

**Department**

- P&T Committee
- Head

**Early Spring 2018**

**University**

- Provost
- President



**Late**

**Spring 2017**

**Late Fall 2017**

**College**

- P&T Committee
- Dean

**September 1, 2018**



# Candidate Dossier

# You have control of your dossier

- Make your own best case
- State your own **IMPACT**
- Do not assume your case is obvious
- Address clearly any negative issues
- Make your own arguments, do not rely on others

# Take control of your dossier!



## Statement

- Research, teaching, service
- Past/present/future
- **Impact**



## CV

- Clear, organized, **precise**
- Refereed articles, student coauthors, grants: role & \$ (total/your share)
- Teaching
- Service activities and contributions
- Patient care



## Reviewers

- Arm's length—institution and individual
- Peer/Aspiring institutions (AAU)
- Network

# Statement

- Written by the candidate
- Explain the quality, and **impact** of your teaching, research/scholarly work, patient care and service accomplishments
- Each of the three areas should be individually addressed
- Keep jargon free and readable
- Three typed pages (maximum)

# Curriculum vitae

- The curriculum vitae should be concise and padding should be avoided
- List refereed publications separate from not refereed
- Items that have been accepted but not yet published should be properly labeled

# Curriculum vitae

- Items that have been submitted but not yet accepted should not be shown unless clearly separated and marked as such
- Clearly designate your undergraduate or graduate students that are co-authors
- Be accurate about reviewing duties and service duties, etc

# Curriculum vitae



- Teaching
  - High impact/transformational teaching
    - Writing/communication intensive courses
    - Study abroad
    - Undergraduate research
    - Use of innovative pedagogical approaches
  - Student evaluations
  - Text books/teaching materials
  - Curriculum design/re-design



# Letters

- Varies by:
  - Department
  - College
  - Track
- Some require external letters
- Others require internal letters

# Notifying candidates withdrawals

- Candidate are notified at **EACH** step
- You can withdraw anytime, if not, goes all the way to the president who makes final decision

# Documents submitted by candidate



- Candidate's statements on teaching, research and/or other scholarly, creative activities and service
- Candidate's CV
- Grants summary chart
- Verification of contents statement
- Faculty biography
- Faculty summary data table (must be reviewed by department for accuracy)

# Biography

- 200 words or less
- Written by the candidate
- Submitted as word document
  - Focus areas for teaching
    - Notable accomplishments related to teaching (2 sentence max.)
    - Teaching awards or honors (if applicable)
  - Focus areas for research/scholarship
    - Notable accomplishments related to research, scholarship, and creative activity
    - Research awards and honors (if applicable)
    - Patents/technology commercialization



<b>Courses Frequently Taught</b>	<ul style="list-style-type: none"><li>• BIMS 101, CHEM 237/238</li></ul>
<b>Number of Graduate Students Chaired or Co-Chaired</b>	<ul style="list-style-type: none"><li>• Masters (Completed/In Progress): 5/2</li><li>• Ph.D. (Completed/In Progress): 1/7</li></ul>
<b>Peer-reviewed Journal Articles</b>	<ul style="list-style-type: none"><li>• 20</li></ul>
<b>Peer-reviewed Proceedings</b>	<ul style="list-style-type: none"><li>• 5</li></ul>
<b>Books/Monographs</b>	<ul style="list-style-type: none"><li>• 2</li></ul>
<b>Book Chapters</b>	<ul style="list-style-type: none"><li>• 1</li></ul>
<b>Conference Presentations</b>	<ul style="list-style-type: none"><li>• 22</li></ul>
<b>Keynote/Invited Presentations</b>	<ul style="list-style-type: none"><li>• 6</li></ul>
<b>Patents</b>	<ul style="list-style-type: none"><li>• 1</li></ul>
<b>External Research Funding (Entire Career)</b>	<ul style="list-style-type: none"><li>• Total Awards: \$5.1million</li><li>• Awards Attributable to Candidate: \$2.3 million</li></ul>
<b>Internal Research Funding (Entire Career)</b>	<ul style="list-style-type: none"><li>• Total Awards: \$1.2 million</li><li>• Awards Attributable to Candidate: \$500,000.00</li></ul>
<b>Awards Received</b>	<ul style="list-style-type: none"><li>• CAREER Award (2007)</li></ul>
<b>Teaching Accomplishments</b>	<ul style="list-style-type: none"><li>• Biological and Agricultural Engineering Department Excellence in Teaching Award, 2008</li><li>• Montague Teaching Scholar in the Texas A&amp;M University Center for Teaching Excellence, 2009</li></ul>
<b>Other Research, Scholarships, or Service Accomplishments</b>	<ul style="list-style-type: none"><li>• Associate editor of the Transactions of ASABE</li></ul>

Faculty  
data  
table

Career  
totals

# Recommendations



- Be familiar with department, college and university (DOF) guidelines
- Remember “**IMPACT**”
- See [dof.tamu.edu](https://dof.tamu.edu) for forms and templates

# 2016-2017 P&T



	TAMU	TAMUQ	Total	%
<b>ALL Candidates</b>	<b>155</b>	<b>5</b>	<b>160</b>	<b>93%</b>
<i>Yes/No</i>	<i>143/12</i>	<i>5</i>	<i>148/12</i>	
<b>ALL Tenure Candidates</b>	<b>52</b>	<b>3</b>	<b>55</b>	<b>87%</b>
<i>Yes/No</i>	<i>45/7</i>	<i>3</i>	<i>48/7</i>	
<b>T&amp;P</b>	<b>43</b>	<b>0</b>	<b>43</b>	<b>86%</b>
<i>Yes/No</i>	<i>37/6</i>	<i>0</i>	<i>37/6</i>	
<b>Tenure Only</b>	<b>9</b>	<b>3</b>	<b>12</b>	<b>92%</b>
<i>Yes/No</i>	<i>8/1</i>	<i>3</i>	<i>11/1</i>	
<b>Promotion Only (TT)</b>	<b>63</b>	<b>0</b>	<b>63</b>	<b>92%</b>
<i>Yes/No</i>	<i>58/5</i>	<i>0</i>	<i>58/5</i>	
<b>Promotion Only (NTT)</b>	<b>40</b>	<b>2</b>	<b>42</b>	<b>100%</b>
<i>Yes</i>	<i>40</i>	<i>2</i>	<i>42</i>	

# 2016-2017



	TAMU	TAMUQ	Total	%
<b>Males</b>	100	3	103	91%
<i>Yes/No</i>	91/9	3	94/9	
<b>Females</b>	55	2	57	95%
<i>Yes/No</i>	52/3	2	54/3	
<b>White</b>	97	5	102	92%
<i>Yes/No</i>	89/8	5	94/8	
<b>Hispanic</b>	10	0	10	100%
<i>Yes</i>	10	0	10	
<b>Asian</b>	38	0	38	95%
<i>Yes/No</i>	36/2	0	36/2	
<b>African American</b>	8	0	8	88%
<i>Yes/No</i>	7/1	0	7/1	
<b>American Indian</b>	2	0	2	50%
<i>Yes/No</i>	1/1	0	1/1	



# Thank you!



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