

# **Strategic Approaches to Promotion & Tenure for TT Associate Professors**

March 5, 2025

3:00 - 4:15 PM, Zoom

# What is the UD ADVANCE Institute?

- Founded by an NSF ADVANCE Institutional Transformation award
- Currently funded by the provost's office
- Core work involves development and dissemination of research-based initiatives for faculty advancement and success.
- Programs and initiatives are for all faculty



# Introductions

Robin Andreasen

- Interim Chair & Professor, Linguistics & Cognitive Science

Cresean Hughes

- Associate Professor, Sociology & Criminal Justice

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- Associate Professor, Geography & Spatial Sciences

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- Associate Professor, History



# Written Documents and Resources

- Faculty Handbook (FHB) [Section 4.4](#)
- College and Departmental Documents
  - available on [Faculty Affairs website](#)
- UD ADVANCE ([P&T resources on website](#))
  - Handbook: Faculty Promotion and Tenure Guidelines
- [UD ACHIEVE Program](#)
- Center for Teaching and Learning ([CTAL](#))
- Sample dossiers from colleagues



# Thinking Ahead

- Establish a timeline for:
  - declaring your intention to go up for promotion
  - submitting materials for external reviewers
  - submitting full dossier
  - letter writers
- Review P&T resources
- Get samples from colleagues, if you haven't already done so



# Preparing Your Dossier

- Make your dossier well-organized and user-friendly
- See Provost [P&T Memo](#) for e-Binder organization
- Required elements (FHB 4.4.11) include:
  - Research, teaching, service statements
  - Workload statement (often a few sentences)
  - Covid Impact Statement
  - 2- and 4-Year Peer Reviews



# Research & Teaching Statements

- Evaluators will be assessing the impact and overall trajectory of your work
- Your statements provide an opportunity for you to tell your audience about the significance of your work.
- As you prepare your narratives, reference standards as spelled out in written documents.



# Research & Teaching Statements

- Keep your audience(s) mind.  
Ex.: External Letter Writers vs University Committees
- They should be:
  - brief and to the point
  - visually friendly (consider graphs, figures, tables, etc.)
  - in the form of a narrative and should contain supporting evidence or examples





# External Letters

External letters serve as an external measure of research impact

- Strong letter can go a long way towards a successful promotion case
- Letters can be especially useful for those faculty whose research area or methods are unfamiliar to other members of their department



# The Selection of External Letter Writers

- FHB ([§4.4.12](#)) contains broad description of the process
- Also reference your departmental and college documents
- Discuss the process with your chair or senior colleagues
  - Number of letters expected
  - The selection process
  - Materials to submit and timeline for submitting them



# The Selection of External Letter Writers

You will have some opportunity for input. In that event:

- It is useful to have letter writers from top ranking institutions, but pedigree is not all that matters
- Letters should come from faculty who are widely recognized as experts in their (and your) field
- Consider people who know your work, but don't have an association with you that may disqualify them
- Err in the direction of full professors – and to align with departmental norms on this matter



**Thank you and good luck on your path to promotion!**

**Contact Us:**

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