

## **Promotion and Tenure (P&T) Tip Sheet for DSU Faculty**

The following tips were gathered at a CTL and NIH Graduate Partnership workshop sponsored on campus, September 20, 2011. Tips were taken from the following presenters: Dr. Bramwell (guest lecturer), Dr. Don Becker (Art Department Chairperson), Dr. Sabrina McGary (Associate Professor, Biology), Dr. Nina Banerjee (Associate Professor, Psychology) and Dr. Myna German (Mass Communications Department Chairperson)

- **Always be cordial, kind and collegial with all colleagues**
- **Do not engage in “negativity” of any kind (speaking or attitudinal)**
- **Develop a written plan with time-lined objectives for P&T; keep this as an electronic file so that you are reviewing your progress every 6 months or so.**
- **Have a “Guide”, usually your Chairperson or departmental colleague**
- **Find an internal mentor**
- **Develop an external network that could help with putting you on the map. Seek opportunities outside of the University to engage in conferences, presentations, etc.**
- **Learn grantsmanship**
- **Participate in departmental activities (seminars, workshops, meetings). It’s important that the members of your department are familiar with you.**
- **Treat students as “guests” at all times. Always be on your best behavior around students.**
- **Always be on time for class and office hours**
- **Be careful with e-mails and students, never discuss grades in e-mails**
- **Serve on committees that have a budget and that influence policy**
- **Avoid committees where you are the expert**
- **Every 6 months send your electronic file that is your written P &T plan to your mentor or your “guide”**
- **Summarize your student evaluations**
- **Package your application well, presentation is important**
- **Get technical help with the scanning and filing of various documents in your application package**
- **Find individuals with similar research interests and collaborate on publishing (at smaller universities, you may have to go outside the university to find someone)**