

P&T Session: Some Tips for your Consideration 2/13/14

How will you decide to spend your time and get constructive feedback on your work?

- Find out the basis on which your tenure case will be evaluated from the very beginning.
- The conundrum—how much time devoted to teaching, scholarship and service?
- Make a 5-year plan.
- Talk to your chair about developing realistic expectations.
- Experiment with and discover the best balance for you among work, home life and relationships with the important people in your life.
- Use the mechanisms in place for feedback.
- Do not wait for a mentor to find you.
- Do not wait for official feedback on your performance.
- Be strategic about your choice of projects/assignments.

What accomplishments and efforts will stand out when it is time for your third and sixth year reviews? How do you document them?

- Demonstrate how you've met the performance expectations of your Portland State Notice of Appointment/Supplemental Letter of Offer.
- Highlight accomplishments that align with your department's and the University's mission.
- Educate the reader of your portfolio about how your work fits into the national/international disciplinary context.
- Convince the committee that you've acted on the feedback and recommendations from your annual evaluation.
- Explain how your teaching, service, and research/scholarly activities are integrated such that they each enhance the other.
- Address the elements in the University's and your department's Promotion and Tenure Guidelines with particular attention to your scholarly agenda.
- Help the reader make connections among the various parts of your portfolio.
- Ask yourself what each entry does for the overall argument/presentation.
- Less is more. Be selective and strategic about what you display in your portfolio.
- Organize your portfolio as if someone only has 15 minutes to view it. Use appendices.

How can you establish a collaborative scholarly community within and outside of my departments?

- Learn about your colleagues' teaching and research interests.
- Ask other faculty how they formed collaborative scholarly partnerships.
- Don't wait for opportunities to collaborate to present themselves. Make time each month for networking (coffee with colleagues to talk about their work, etc.).
- Investigate funding opportunities that reward collaborative efforts.
- Consider a blog or other communication venue where others can learn about your work.
- Attend university functions that interest you and that you can potentially connect to your scholarly interests.
- Take advantage of interdisciplinary faculty communities and resources in the Office of Academic Innovation. Examples include:
 - * Resource library
 - * Jumpstart Academic Writing Program
 - * Faculty Fellows mini-grant program
 - * Workshops and cross-discipline faculty interest communities
 - * Join the OAI listserv for periodic announcements of upcoming events