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