



2017 Tenure and Promotion Workshop

Saturday, February 25th, 2017 / Price College of Business, Adams Hall, Second Floor

- | | |
|----------------------------------|--|
| 8:45-9:00am | Registration & Continental Breakfast – Adams 255, Lobby |
| 9:00-10:00am | Welcome and Q&A Session – Adams 255 <ul style="list-style-type: none">• Simin Pulat, <i>Vice Provost for Faculty Development, Professor of Industrial and Systems Engineering</i> |
| 10:00-10:45pm
(Choose one) | Preparing Your Individual Portfolio. For Early Stage Faculty – Adams 255 <ul style="list-style-type: none">• Simin Pulat, <i>Vice Provost for Faculty Development</i>
What you can do right now! For Late Stage Faculty – Price 2010 <ul style="list-style-type: none">• Emily Johnson, <i>Chair of Campus Tenure Committee, Associate Professor of Modern Languages, Literatures, & Linguistics</i> |
| 10:45-11:15am | Break and Browsing Dossiers – Adams 255 |
| 11:15-12:30pm
(Choose one) | Panel Discussions with Recently Tenured Faculty Members

<u>Architecture</u> – Price 2065 <ul style="list-style-type: none">• Dan Butko, <i>Associate Professor of Architecture</i>• Lisa Holliday, <i>Associate Professor of Construction Science</i>
<u>Fine Arts and Performance</u> – Price 2030 <ul style="list-style-type: none">• Alison Fields, <i>Associate Professor of Arts & Arts History (Visual Arts)</i>
<u>Humanities</u> – Price 2010 <ul style="list-style-type: none">• Kevin Butterfield, <i>Associate Professor of Classics & Letters</i>• Miriam Gross, <i>Associate Professor of History & International & Area Studies</i>• Jim Zeigler, <i>Associate Professor of English</i>
<u>Journalism</u> – Price 2005 <ul style="list-style-type: none">• Kyle Bergerson, <i>Associate Professor of Journalism & Mass Communication</i>
<u>Social Sciences</u> – Price 2020 <ul style="list-style-type: none">• Karen Hennes, <i>Associate Professor of Accounting</i>
<u>STEM Areas</u> - Adams 255 <ul style="list-style-type: none">• Kash Barker, <i>Associate Professor of Industrial & Systems Engineering</i>• Laura Bartley, <i>Associate Professor of Microbiology & Plant Biology</i>• Christian Lemon, <i>Associate Professor of Biology</i> |
| 12:30 – 1:00pm
(Only for CAS) | Discussion of Internal Process in the College of Arts and Sciences – Adams 255 <ul style="list-style-type: none">• Kelvin White, <i>Associate Dean for Faculty Development & Community</i> |



Recently Tenured Professors' Dossiers

Architecture

- Dan Butko, Associate Professor of Architecture
- Lisa Holliday, Associate Professor of Construction Science

Fine Arts, and Performance

- Rodney Ackmann, Associate Professor of Music
- Alison Fields, Associate Professor of Arts & Arts History (Visual Arts)
- Derrick Minter, Associate Professor of Modern Dance
- Anthony Criccho, Associate Professor of Architecture

Humanities

- Kevin Butterfield, Associate Professor of Classics & Letters
- Mauricio Carvallo, Associate Professor of Psychology
- Donna Foote, Associate Professor of Geology/Energy Library
- Miriam Gross –Associate Professor of History & International & Area Studies
- Joshua Nelson, Associate Professor of English
- Jim Zeigler, Associate Professor of English
- Ping Zhu, Associate Professor of Modern Languages, Literature, & Linguistics

Journalism

- Kyle Bergerson, Associate Professor of Journalism & Mass Communication
- Elizabeth Steyn, Associate Professor of Journalism

Social Sciences

- Karen Hennes, Associate Professor of Accounting
- Tyler Johnson, Associate Professor of Political Science
- Christina Miller, Associate Professor of Social Work
- Karen Hennes, Associate Professor of Accounting
- Hairong Song, Associate Professor of Psychology
- Juanita Vargas, Associate Professor of Educational Leadership & Policy Studies

STEM

- Kash Barker, Associate Professor of Industrial & Systems Engineering
- Laura Bartley, Associate Professor of Microbiology & Plant Biology
- Michael Jablonski, Associate Professor of Mathematics
- Christian Lemon, Associate Professor of Biology
- Bor-Jier Shiau, Associate Professor of Petroleum Engineering
- Ameya Pitale, Associate Professor of Mathematics
- Boris Wawrik, Associate Professor of Microbiology and Plant Biology
- Christopher Weaver, Associate Professor of Computer Science

What You Can Do Right Now! For Early Stage Faculty

University of Oklahoma, Spring 2015

Vice Provost for Faculty Development
Professor, Industrial and Systems Engineering

February 2017



OFFICE OF THE
Senior Vice President & Provost

Tenure

- A Tenure-Track appointment is recognition of your accomplishments and your promise as an academician
 - Lay out a plan to get tenure with goals & milestones
- OU maintains its place among the top higher education institutions in the US through the **strong, positive impact** of its faculty
 - The University makes a long term commitment to you on awarding tenure – don't take that decision for granted!



Lay Out a Strategy to Success

- Where do you need to be figuratively when you come up for tenure?
 - Know expectations of your unit and the University for tenure, for teaching, research and service
 - Examine national standards of performance
- Use this knowledge to set goals and milestones in line with expectations, then document your activities and critically analyze your impact



Critically Document Your Activities

- This is done for annual evaluations and *Progress Towards Tenure* evaluations, but you need to provide data.
 - Record your engagement in activities with a critical self-assessment of your impact
- Find a method that works for you – a folder and/or log with records of research, teaching or service activities with a short note on impact (it's easier to filter at report time than to recall...)



Determining Expectations-Tactics

- Read your unit's (and college's) tenure and promotion criteria. What impact are they looking for in teaching, research-creative activity, service?
- Examine the tenure dossiers provided at this workshop and also available at the CTE after the workshop.
- Ask recently tenured faculty to share their dossier if you need more specific one's in your unit.
- Get a mentor who can advise you.



Determining Expectations-Tactics (cont.)

- Try to ascertain norms of performance for your unit (norms tenure successful vs. unsuccessful)

TEACHING

- What counts as “teaching”?
 - What is valued? How is it measured?

RESEARCH-CREATIVE ACTIVITY

- What counts as “research or creative teaching”?
 - What is valued? How is it measured?

SERVICE

- What counts as “service”?
 - What is valued? How is it measured?



Teaching and Tenure Tactics

Educating students is at the core of the University.

What can you do now to fulfill this core mission?

- Take advantage of University support/training to become an engaged and effective leader
- Document your success as an instructor

This is a huge subject. Let's look at some ideas.



Tactics for Teaching

- *Be engaged* and care about the students.
- *Be accessible*, but set limits!
- *Find* a style of instruction that is *effective* for you and right for the students! (Socratic, didactic, flipped, hybrid, problem-based)
 - It's not just *what material to “cover”*, but also how to *deliver* it, how to help students *process* it, and how to *assess* their success.

Get advice and training – don't feel the need to go it alone.



Tactics for Teaching (cont.)

Determine how your department evaluates teaching

- Request early and frequent peer, mentor or chair observation

Use the course syllabus effectively

- State your policies for the course
- Produce an outline of topics with timeline
- Indicate the basis for grading
- *Make your expectations clear* and be consistent

Establish new courses or methodologies – share your expertise



Tactics for Teaching (cont.)

Make effective use of the course management system

Student Evaluations

- *Use student comments to improve your teaching* – look for consistent points
- *Use questions on the student evaluation form as a guide*
 - Examples: Course Objectives were clearly stated; Well organized and prepared for class

Consider using mid-semester evaluations

Make use of Faculty Learning Communities and the Center for Teaching Excellence (<http://www.ou.edu/cte>)



Tactics for Teaching (cont.)

Keep Records

- *Document out-of-class engagement* (action centers, dorm dinners, video conferences)
- *Letters and emails* from former and current students that show impact of engagement
- *Comments from evaluations* selected randomly
- *Analysis of data* from student evaluations
- Copies of *peer evaluation*
- *List of teaching workshops* attended



Tactics for Teaching (cont.)

Prepare Self-Assessments

- At conclusion of each course **reflect** on what worked, what should be changed and record it (if you wait until you teach that course again, those thoughts may be gone)
- **Prepare a narrative** description of your goals, what activities helped the most to achieve them, what changes were made during the term and to what effect, what you learned from this experience, and what changes should be considered.



Research/Creative Activity--Expectations

- What does success look like in your discipline?
- What **components** are expected/valued?
 - Graduate student mentoring (what level/extent?) - teaching
 - **Collaboration** with colleagues (desired or not?)
 - **Funding** (Federal, Foundation, State, Internal)
 - **Publications** (articles, books, reviews, chapters...)
 - **Presentations** (meetings, invited colloq., organizer)
 - **Performances/Exhibitions** (campus, regional, recordings)
 - **Fellowships** (field work, young investigator)
 - **Reviewing** (journal, grant, fellowship, study-section)
 - Etc. for your discipline

List what areas are important for you and list your goals for each area.



Research/Creative Activity--Planning

- Take needed *preparatory steps to accomplish* your goals
 - Are publications needed prior to successful grant applications?
 - How much detail is needed for a book contract?
 - How do you foster contacts that help in being invited to present at conferences?
 - If graduate students are needed, how to recruit them?
 - Are IRB or bio-hazard approvals needed prior to work?
 - What preliminary details are needed before scheduling a performance or exhibition?



Research: Funding

- External Funding (enables research and validates in a national arena)
 - Find the right home for your research proposal
 - Talk to the program officer (areas of emphasis)
 - Follow proposal development work with CRPDE and BIR
 - Get early input from mentors or colleagues
 - Don't set yourself up to fail
 - Use reviews constructively
- Internal Funding Opportunities
 - <https://vpr-norman.ou.edu/resources/new-faculty>
- Follow through to produce and publish results



Research and Tenure Tactics

- Document your success in your discipline!
 - Number of peer-reviewed archival papers
 - Books published
 - Performances/exhibitions given
 - Number/type of conference papers and invited colloquia
 - Presentations at national and international conferences
 - Impact factor of journals; citations; h-factor
 - M.S./Ph.D./M.F.A. students supervised
 - Grants received; research expenditures
 - Awards received; patents approved; Companies started

In each case, include critical assessment on the quality of your product.



Tactics—Research Publishing/Presentations/Performances

Establish/Document the wider impact or your work

- Consider prestige and impact of publisher or journal
 - Web of knowledge
 - Impact factors, stature of publisher: Oxford University Press
 - Seek assistance from your college librarian
- Save notable quotes by reviewers of your papers
- Present your work at National and international venues, not just local or regional
- Keep records of citations, student awards, best paper awards
- Keep press reviews of performances or exhibitions



Service: Expectations

- Expectations vary widely
- Limit service, but make yourself valuable to your unit
- In almost every case, teaching and research will be the primary determinants for the awarding of tenure
- Levels of Service
 - Departmental, College and University
 - Community
 - Federal and State Government
 - Professional (e.g. organizing sessions)



Administrative Procedures/Other

- Discuss annual evaluations with Chair and Committee A
- Examine progress toward tenure letters carefully
 - Ask questions for clarification if needed
 - Use criticism as a guide to address weaknesses
- Attend tenure and promotion workshops
- Be an effective and responsible colleague (team work)
- Organize materials documenting your record
 - Keep an up to date website



Administrative Procedures/Other

- Anticipate the need for **external letters!!!**
 - At least three external evaluators with no close connections (many units require more): Ph.D. advisors and committee members, coauthors and close friends may not be asked
 - Organize sessions at National meeting
 - Work with department to invite leaders in your field
 - Take the initiative to introduce yourself to speakers at society meetings
 - Volunteer to serve on review panels
 - Submit papers to sessions organized by potential letter writers



What you can do right now! Summary

- Use your time well
- Set the right goals, be engaged, document your impact
- Critically assess your progress toward tenure
- Participate in workshops and programs available to you at the university.

Questions??

