

## Tips on Working Toward Full Professor

Derived from the Full Professor Panel presented on Friday, November 2, 2012.

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1. Check and double-check your College P&T document carefully and the University P&T document.
2. Make sure that you have much more than is required and it is documented well. Enclose a summary letter at the beginning of your portfolio outlining all of your accomplishments.
3. Work to turn each conference presentation into a refereed journal article.
4. Use a sabbatical! Set an agenda, timeline, specific research-focused tasks to complete during the sabbatical (and summer before sabbatical).
5. Develop and work with a writing group during this period of time—this was very helpful in making me accountable for meeting my 2-week goals.
6. You can take a break for a few years after tenure and still get back on track to make full prof. My perceptions were that the process was very political. It wasn't until I talked to my chair and he encouraged me to apply that I started feeling more confident.
7. Give yourself several months to put together materials. It will help you to develop confidence as you review all the things you have done and help in writing your cover letter and statements for teaching, research and service.
8. Find a mentor on campus who has reached the level of full professor and have that person proof read, consult, console, support, and empower you. This should be someone who has the respect of his/her colleagues and has experienced the T and P process as a committee member at the college level or knows the process extremely well.
9. Gather external letters of support from colleagues and respected researchers/faculty in your field. Have those letters placed in the portfolio.
10. Have all items in the portfolio proof read and professionally presented (charts, graphs, tables should be clear and concise).
11. Look at other dossiers of full professors (even if they did not go up for promotion at ISU) for ideas and inspiration.
12. Start on the dossier early and submit your materials in a timely fashion.

13. Sometimes it is good to have company on your journey so check and see if there is another colleague going up for promotion at the same time.
14. Don't become hung up on spending years as an administrator or years caring for children/parents--identify a four-year period that works for you and show your productivity during that period. Show your "rate" of productiveness to even out the differences between someone who is 4 years in rank versus someone who is 14 years in rank. Explain what you were doing professionally during the "nonproductive years".
15. Consider Audience. The people who will review your documents will not be familiar with your area of specialty (and that may include people in your department). Consequently, don't use acronyms for organization titles, explain your activities with care, and consider providing brief descriptions of the journals in which you've published (with affiliations, readership, and acceptance rates).