

Promotion from Associate Professor to Full Professor

*Overview of the Process and Hints on How to
Navigate It*

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*You started your climb to Full Professor
the day you started graduate school...*

You were also hired into your position with the expectation that you could make
full professor



The Process...

- ◆ The actual PROCESS is essentially the same as what you experienced when you were promoted to associate professor
 - ◆ Portfolio development and documentation are critical
 - ◆ Your portfolio will be reviewed by:
 - ◆ Your peers outside the University
 - ◆ Your department
 - ◆ Your college
 - ◆ University
- ◆ The difference is the EXPECTATION

Promotion to Full Professor

What is expected?

2015 Faculty Handbook -<http://www.provost.iastate.edu/resources/faculty-handbook>

Assistant to Associate Professor

- Should have a **solid academic reputation** and **show promise** of **further development and productivity** in his/her academic career
 - Excellence** in scholarship that establishes the individual as a **significant contributor** to the field or profession **with potential** for national distinction
 - Effectiveness in areas of position responsibilities
 - Satisfactory** institutional service
- candidate has made contributions of appropriate magnitude and quality and **has a high likelihood of sustained contributions** to the field or profession and to the university

Associate to Full Professor

- Should be **recognized by his/her professional peers** within the **university AS WELL AS nationally and/or internationally** for the quality of the contribution to his/her discipline
 - National distinction** in scholarship as evident in the candidate's **wide recognition and outstanding contributions to the field or profession**
 - Effectiveness in areas of position responsibilities
 - Significant** institutional service
- candidate is expected to have made contributions of appropriate magnitude and quality **and demonstrated the ability to sustain contributions** to the field or profession and to the

So... what does this mean???

- ◆ Since your first promotion, you must have shown continued growth in stature and recognition in your primary responsibility area in your PRS
 - ◆ Must also be able to show that growth **is** sustained and is on a positive trajectory
 - ◆ Need to show the national/international IMPACT of your work

So... what does this mean???

- ◆ Be able to document your national/international achievements *and their impact* in your primary responsibility area
 - ◆ to your department, your college, the University *as well as* to your peers outside the university

How does one do this????

- ◆ Plan....Plan... Plan... Check your plan...
- ◆ What do you need to have achieved in your primary area of responsibility (Professional Practice, Teaching, Research or Extension) to show national/international recognition????
- ◆ Ideally start planning your promotion to full professor the day you start as an assistant professor
- ◆ Being promoted to associate professor should mean that you are on the right course to make full professor
- ◆ Take advantage of “check points” in your career to make sure you are on course
 - ◆ Promotion to associate professor
 - ◆ Annual reviews

How does one do this????

- ◆ Don't be afraid to revise your plan
 - ◆ Sometimes course corrections are needed
 - ◆ Document your course
 - ◆ If it changed, explain why
 - ◆ Show how you adapted
 - ◆ Demonstrate why the course change was made

How does one do this????

- ◆ Make sure your PRS is in line with your plan and your current situation
 - ◆ Assess this every year!
- ◆ Show how your work has been building and how it will continue to build
 - ◆ Constantly monitor the impact of your work on your target audience

How does one do this????

- ◆ Communicate your plan
 - ◆ With your department chair
 - ◆ With mentors or respected colleagues both inside and outside the university
- ◆ Ask for feedback from people in your area of responsibility that you respect and trust

When it is time to submit your materials for consideration, make **SURE** you tell your story well

- ◆ Communication is key when you are putting together your materials
 - ◆ Tell your story
 - ◆ Describe your impact at the national and, if applicable, at the international level
 - ◆ Document your impact
 - ◆ Who is using your work?
 - ◆ How are they using your work?
 - ◆ What has changed in your area of practice/field of study because of what you have done?
- ◆ *Communicate your story in a way that all levels of review can appreciate it*

Bottom line...

Document and Communicate

- ◆ Make a plan
- ◆ Document your plan
- ◆ Regularly review your plan
 - ◆ Particularly in light of your PRS
 - ◆ Ask for regular feedback on the status of your plan
- ◆ Document your impact!
- ◆ Communicate your impact!
- ◆ Make sure you tell your story honestly and completely