



Preparing for Your Tenure Review

December 2020

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Preparing for Your Tenure Review Series

Overview

Introductions

→ **The Series**

Tenure Audiences

CVs in Small Groups

CV Tips

CV Work Session

CV Wrap Up

Timeline Planning

Timeline Wrap Up

Workshop Wrap Up

1. CV & Timeline Plan
 - Today!
2. The File
 - Early Spring 2021
3. [one-on-ones with Myra]
 - Reach out to schedule, as needed
 - Melissa.Dowdle@Utah.edu
4. Personal Statements
 - Mid-Spring 2021

Tenure File Audiences

Overview

Introductions

The Series

→ Tenure Audiences

CVs in Small Groups

CV Tips

CV Work Session

CV Wrap Up

Timeline Planning

Timeline Wrap Up

Workshop Wrap Up

1. [Shared-appointment Unit] (by October 5)
2. [Subcommittee]
3. **Department/School RPT Advisory Committee** (October)
4. **Chair or Director** (Late October)

*You have an **opportunity to respond***

5. **College RPT Advisory Committee** (Mid-November)
6. **Dean** (December/Early-January)

*You have an **opportunity to respond***

7. [UPTAC: 1- or 2-Department College/School *and* any “nos”]
8. **SVP** (April-ish)

*You have an **opportunity to appeal** (see University Regulation 6-303)*

9. President (decider)

Introductions

Overview

→ **Introductions**

The Series

Tenure Audiences

CVs in Small Groups

CV Tips

CV Work Session

CV Wrap Up

Timeline Planning

Timeline Wrap Up

Workshop Wrap Up

In any order, tell us:

- Who you are in your department.
- How anxious you are about tenure, on a scale from 1-10 (10 being very anxious)

CV Small Groups

Overview

Introductions

The Series

Tenure Audiences

→ **CVs in Small Groups**

CV Tips

CV Work Session

CV Wrap Up

Timeline Planning

Timeline Wrap Up

Workshop Wrap Up

1. Read each groupmate's CV quickly.
2. Note strengths that jump out at you.
 - in the CV itself
 - in the preparation for tenure
3. Note any opportunities for improvement.
 - in the CV itself
 - in the preparation for tenure
4. Discussion

CV Tips

Overview

Introductions

The Series

Tenure Audiences

CVs in Small Groups

→ CV Tips

CV Work Session

CV Wrap Up

Timeline Planning

Timeline Wrap Up

Workshop Wrap Up

- Use official categories: education, employment, research, teaching, service
 - [department might have a required structure]
- create subcategories, if appropriate to your discipline/you
- categories/entries should emphasize achievement (not information):
 - e.g., course title rather than course numbers
- Think about audience
 - E.g., write out acronyms, include dates, 12-point font, 1.0-inch or 1.5-inch margins, consistent font/formatting, page numbers, venues
- Don't use forthcoming.
 - Instead use: in press, accepted/under contract, revise & resubmit, under review, submitted, in progress
- Clarify your role in collaborative work
- Don't include: non-competitive grants, graduate school activities (?)
- Don't pad, repeat/duplicate, stretch the truth, hide by omission, or lie
- Date your CV

Individual Work Session

Overview

Introductions

The Series

Tenure Audiences

CVs in Small Groups

CV Tips

→ **CV Work Session**

CV Wrap Up

Timeline Planning

Timeline Wrap Up

Workshop Wrap Up

and Q&A

CV Wrap Up

Overview

Introductions

The Series

Tenure Audiences

CVs in Small Groups

CV Tips

CV Work Session

→ **CV Wrap Up**

Timeline Planning

Timeline Wrap Up

Workshop Wrap Up

State one important thing
you learned about CVs

Timeline Planning Exercise

Overview

Introductions

The Series

Tenure Audiences

CVs in Small Groups

CV Tips

CV Work Session

CV Wrap Up

→ **Timeline Planning**

Timeline Wrap Up

Workshop Wrap Up

Tenure File

Research

Teaching

Service

Self-Care

Other responsibilities

Suggestions from previous reviews

Where are you in relation to previous reviews?

Timeline Wrap Up

Overview

Introductions

The Series

Tenure Audiences

CVs in Small Groups

CV Tips

CV Work Session

CV Wrap Up

Timeline Planning

→ **Timeline Wrap Up**

Workshop Wrap Up

and Q&A

Wrap Up

Remaining questions and discussion.

THANK YOU!

Overview

Introductions

The Series

Tenure Audiences

CVs in Small Groups

CV Tips

CV Work Session

CV Wrap Up

Timeline Planning

Timeline Wrap Up

→ **Workshop Wrap Up**