I. October 27, 2016

- Group Introductions, including answering the question: What do I see as my biggest challenge for promotion?
- Pre Self-Assessment Survey (will not be discussed, but must be done prior to the first session).
- Introduction to the Promotion Process.
- Individual Promotion Plan (IPP): What’s missing for my promotion? Learn about and initiate an IPP. Generate a promotion plan, timeline and goals.
  **Didactic:** Overview of requirements of promotion to Associate Professor and overview of the IPP.
  **Homework:** Complete IPP for discussion of goals at next meeting.

II. November 10, 2016

- PFP Gap Focus - Discuss gaps and share goals (developing scholarship: presentations, research, writing papers).
- Developing a CV - Overview and brief discussion.
  **Didactic:** Developing a good CV. Assign dyads.
  **Homework:** Complete CV for discussion; bring questions. Identify dyad/triad peer(s) at next session.

III. December 8, 2016

- Developing Regional / National Recognition - Includes a panel discussion with faculty Associate Professors who will present how they developed regional/ national recognition.
- CV review and feedback.
- Developing a Narrative Statement- Overview and brief discussion.
  **Didactic:** The importance of networking and collaboration; developing a regional/national presence.
  **Homework:** Bring a strategy for developing and documenting regional/national recognition and complete a narrative statement DRAFT for discussion in January. Review narrative statement in dyads before January.

IV. January 12, 2017

- Narrative Statement review and feedback - Includes guests who recently attained promotion to Associate Professor and will discuss how they developed their narrative statement.
- Networking and Collaboration Strategies review and feedback.
- Letters of Recommendation - Brief discussion on how letters of recommendation and narrative statements leverage each other. Who do we ask for letters of reference?
  **Didactic:** Writing a narrative statement
  **Homework:** Finalize narrative statement. Specify one regional and one national referee. Finalize list of references; compile educational portfolio including education portion of CV and documenting teaching effectiveness. Complete the confidential Mid-Point Mentoring Survey before the next session (a link will be sent to you via email).
  **Schedule a mid-point individual consultation with Dr. Cain or Dr. Ockene** between January 22-February 16,
V. February 9, 2017

- Generating a List of Referees
- Compiling an Educational Portfolio - Overview and brief discussion.
  Didactic: Obtaining letters of recommendation and compiling an educational portfolio.
  Homework: Finalize list of referees; compile educational portfolio including education portion of CV and documenting teaching effectiveness.

VI. March 9, 2017

- Making the Case for Promotion /Meeting with your Chair or Division Chief - Includes panel discussion of 2 faculty who recently made a case for promotion to their Chair or Division Chief.
- List of References review and feedback
- Educational Portfolio - Review in dyads
  Didactic: Documenting teaching effectiveness and educational scholarship/ teaching portfolio
  Homework: Reflect on what you have accomplished and how you would make a case for promotion (i.e. what strategies will you use to make the case?)
  Schedule a final consultation with Dr. Cain or Dr. Ockene between March 18-May 10, and submit your narrative statement and CV to the senior mentor to review prior to the meeting.

VII. April 13, 2017

- PFP Gap Reports and Discussion: What was your gap and what did you learn from this?
- Post Self-Assessment Survey (complete during session)
  Didactic: Project review and discussion. Assess effectiveness of program.
  Homework: Continue to work on gap goal through to completion. Complete the confidential Post Self-Assessment and confidential Program Evaluation before the Celebration Dinner (two links will sent to you via email).