

PEERS FOR PROMOTION

SCHEDULE & AGENDA 2016-2017 (Program for Assistant Professors)

4:00-6:00pm, UMMS, Room S2-310

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).