Plan Now for Success

Office of Academic Affairs
Margie Ferguson, Senior Associate Vice Chancellor for Academic Affairs
Rachel Applegate, Assistant Vice Chancellor for Faculty Affairs
Agenda

- Welcome & Introductions
- Annual and Third-Year Reviews
- Promotion and Tenure Expectations
- Peer-to-Peer Exchange
- Shepherd Panel
- Q & A
- Announcements & Evaluation
- Adjourn
Time, and focus

“Had we but world enough, and time…

But at my back I always hear
Time’s wing’d chariot hurrying near”

(Andrew Marvell, To His Coy Mistress).

Are you spending your time on things
That you value?
That others value?
That are adequately documented?
Review Processes

Annual Review
Three-year Review
What do reviews, review?

Why do reviews exist?

Minor reason: Annual salary adjustment: based on a calendar year: activities and accomplishments ONLY in that one year (sometimes averaged over multiple years)

Major reason: to communicate about: Progress towards your goals:
being satisfactory $\rightarrow$ achieving excellence
Annual Review

• Annual Review: Digital Measures - Activity Insight (DMAI) Platform available at One.IU https://one.iu.edu/
• University mandated review system for all faculty
• Chair uses it in February
• Faculty member can add items at any time
Annual Review

• Annual Review: Digital Measures - Activity Insight (DMAI) Platform available at One.IU

• If you have used DMAI at another institution, your data from it can be imported into the IU system. Contact rapplega@iupui.edu with information about your previous institution.
Annual Review

First-time users:

- Learn how to import your citations

Current sources include:
- Google Scholar, Zotero
- RefWorks, Web of Science via a BibTeX file
- Scopus, PubMed, CrossRef directly

Future: use ORCID, a method of dis-ambiguating author names
Caution: imported items need details

Original Source: BibTeX
Created: August 30, 2016
Last Saved: November 28, 2017

Contribution Type: Journal Article

Area

Current Status: Published

Place of Circulation

viewed/refereed?

Was this Invited?

Was this Publicly available?

Funded Grant

Title of Contribution

Title of Larger work (e.g., a book)

Educating Assessors: Preparing Librarians with Micro and

Not filled in

Filled in
Caution: imported items need details

Teaching, research or service: which one depends on your area of excellence and what that piece means to your trajectory.
Annual Review

First-time users:

It will fill in FOR YOU:

- **IU Appointment Data**
  - **Courses***(including enrollment; can be edited, e.g. delete 0-enrollment sections; add co-taught courses)*
  - **Contracts, Grants***

*In the future, possibly will be able to have older materials imported. Currently, will only import each semester as it occurs.
DMAI and your dossier/promotion

For excellence in teaching:

Teaching
Directed Learning (e.g., theses, dissertations)
Non-Credit Instruction Taught

Courses
Teaching Innovation and Curriculum Development

Important mostly in the beginning, to show effort

General Information
Personal and Contact Information
Biography and Expertise
Unit Affiliation - Yearly Data
Prior Work Experience
IU Appointment Data
Awards and Honors

Education
Graduate/Post-Graduate Training
Professional Development
Licenses
Media Appearances and Interviews
Professional Memberships
DMAI and your dossier/promotion

For excellence in research:

- Super important

- Important especially in the beginning

All items can be noted as to their stage (nominated, submitted, accepted…)

- Research/Creative Activity
  - Artistic and Professional Performances and Exhibits
  - Contracts, Fellowships and Grants
  - Publications/Scholarship of Discovery
  - Scholarship of Application/Engagement
  - Digital Scholarship

- Biographical Sketch - NIH | NSF
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Work in Progress
DMAI and your dossier/promotion

For **satisfactory** for everybody:

- Super important

- Service/Engagement
  - Institutional Service
  - Professional Service
  - Public Service
  - Clinical Service

For **excellence** for clinical or TT:

- School of Medicine faculty will have a few more screens specific to medical education and service activities
Third-Year Review

• Purpose
  – Provide tenure-probationary faculty with a formative review of their cumulative progress toward promotion and tenure.

• Procedures
  – Process varies among schools:
    • Candidate submits at least a candidate's statement and current vitae to department chair; other materials may be required.
    • Chair, primary (department) committee, school (unit) committee, school dean or levels as appropriate for the school, provide a formative review with recommendations.
For tenure-track faculty:

Third-Year **Formative** Review

- **Procedures**
  - A copy of the report must be communicated to the candidate within three days of its completion.
  - Dean of each school is responsible for submitting a copy of the review to the Office of Academic Affairs by May 1 each year.
  - Fourth-year review can be requested **by the candidate** if the three-year review revealed significant issues.
What is a Candidate’s Statement?

It’s Your Unique Story

• Narrative that addresses one’s work (5-7 pages).
  • Option to split 5/2 with area of excellence
• Describes your journey and accomplishments in each area of evaluation.
• Discusses the outcomes, impact and significance of your work.
• Presents your present and future focus.
• Should be well-organized with headings/subheadings.
  • Understandable outside of discipline
  • Reflective, explanatory, well-written
• [https://academicaffairs.iupui.edu/PromotionTenure/Dossier-Samples](https://academicaffairs.iupui.edu/PromotionTenure/Dossier-Samples)

Needed for Third Year Review for TT
Also eventually needed for any type for promotion
IUPUI P&T Curriculum Vitae

- A copy of the candidate's current curriculum vitae prepared in accordance with the standard P&T format.

- [http://academicaffairs.iupui.edu/PromotionTenure/IUPUI-Guidelines/Resources](http://academicaffairs.iupui.edu/PromotionTenure/IUPUI-Guidelines/Resources)

Needed for Third Year Review for TT
Also eventually needed for any type for promotion
EXTERNAL REVIEW

Used by *some* schools for third year review.

Used by *campus/all* for tenure.

For NTT promotion cases, “external” can be external to school.

For TT, “external” means external to IU.

**Candidate’s Role**

**Can**
- Provide a list of experts or leaders in their field that meet rank and arms-length criteria.
- Provide names of persons not to contact.

**Cannot**
- Provide the summary of reviewers.
- Know the final list of reviewers.
- List mentors, close personal friends, co-authors, and collaborators for external review.
All Ranks - Tenure-Track and Non-tenure Tracks

Rank Expectations

Office of Academic Affairs

For your convenience, the appendix documents found in the 2018-19 Guide to Promotion and Tenure Dossiers may be accessed as individual documents, printed, signed, and added to dossiers as needed. You may also sign documents electronically.
For more details, visit this page for brief guides:
https://academicaffairs.iupui.edu/PromotionTenure/IUPUI-Guidelines/Resources
Scroll down to Charts and Videos.
The next slides are excerpts from those charts.

# Tenure-Track Faculty (initial goal)

<table>
<thead>
<tr>
<th>Rank</th>
<th>Area of Excellence</th>
<th>Satisfactory Performance</th>
<th>Reputation</th>
<th>Excellence Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor</td>
<td>Teaching, Research, Service</td>
<td>Secondary areas</td>
<td>Emerging national reputation</td>
<td>Record of nationally, internationally disseminated peer-reviewed scholarship</td>
</tr>
<tr>
<td>Balanced Case</td>
<td>Highly satisfactory in all three areas</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Tenure-Track Librarian Faculty

<table>
<thead>
<tr>
<th>Rank</th>
<th>Area of Excellence</th>
<th>Satisfactory Performance</th>
<th>Reputation</th>
<th>Excellence Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Librarian</td>
<td>Performance</td>
<td>Beyond satisfactory in professional development/research OR service and satisfactory in the other area</td>
<td></td>
<td>(check LibFac guidelines)</td>
</tr>
</tbody>
</table>
## Non-Tenure Track Faculty

<table>
<thead>
<tr>
<th>Rank</th>
<th>Area of Excellence</th>
<th>Satisfactory Performance</th>
<th>Reputation</th>
<th>Excellence Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Associate Professor</td>
<td>Teaching or Service Balanced case option begins in 2018-19 cycle</td>
<td>Satisfactory other area Balanced Case: Highly satisfactory in both areas</td>
<td>Some national exposure</td>
<td>Record of publically disseminated peer-reviewed scholarship</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>Teaching</td>
<td>Satisfactory in service</td>
<td>Some national exposure</td>
<td>Record of publically disseminated peer-reviewed scholarship in teaching</td>
</tr>
<tr>
<td>Associate Research Professor, Scientist or Scholar</td>
<td>Research</td>
<td>Service expectations, if any, as set by school</td>
<td>Attainment of state, regional, or national recognition</td>
<td>Record of nationally or internationally disseminated peer-reviewed scholarship and/or grants in research; substantial research contributions to field</td>
</tr>
</tbody>
</table>
Tenure vs. Promotion

• Tenure
  • Acknowledges documented achievement in light of its promise for the future. Upward trajectory is an important element.
  • Considers the candidate’s entire academic record.
  • Faculty/librarians who achieve tenure are expected to contribute to the continued development of IUPUI as an academic community.

• Promotion
  • Recognition of achievement in rank.
  • Both tenured and non-tenure track faculty can seek promotion in rank when their achievements warrant this recognition.
  • For tenure-track faculty advancing from assistant professor to associate rank, promotion and tenure are sought simultaneously.
What is “Excellence?”
Common Characteristics of Excellence

- **FOCUS** - Development of a body of focused work that extends or advances knowledge and brings recognition.

- **SCHOLARLY DISSEMINATION** - Dissemination of peer-reviewed scholarship through publication, presentation, or other media.

- **REPUTATION** - Emergent national reputation in field/expertise; sustained for full rank.

- **IMPACTFUL OUTCOMES** - Create products, generate outcomes that are innovative and impactful.
Common Ingredients that Produce Excellence

• **REFLECTION** - Approach is reflective, considered, systematic, and purposeful.

• **INTEGRATION** - Evidence of integration/alignment of all areas of endeavor.

• **HIGH QUALITY** - Evidence of quality work and significant achievement.

• **FUNDING** - Supports innovations or research in area of excellence.
Key Things to Do in Years 1 & 2

- Create a system for collecting evidence that documents activities and impact in teaching, research and creative activity, and service or as appropriate for your appointment.
- With the advice of your chair, identify a mentor(s) who can guide you through the processes leading to promotion and/or tenure.
- Arrange for peer reviews of your teaching and begin to collect, summarize, and analyze student evaluations.
- Discuss your strengths with others, identify your area of excellence, and consider possible opportunities or venues for networking to build your national reputation.
- Become familiar with the school and campus P&T guidelines and attend P&T workshops.
- Identify and make contact with school and campus resources that can help guide and support your academic work.
Think about:

- Your reflection, your integration, your quality → leading to
- Funding
- Dissemination

Talk about:

- Your focus
- What you need to achieve
- Your outcomes/dissemination

At your:

Annual review,
Third year review,
Meetings with mentors,
Dialogue with chair
Peer-to-Peer Exchange

1. What questions remain about your appointment and position expectations?

2. What plans do you have for collecting and archiving evidence and outcomes?

3. What are your initial thoughts about selecting your area of excellence?

4. What plans are you making for the development and dissemination of your scholarship?
Questions and Answers

• I am starting in the tenure track but have been a clinical/lecturer. I attended many “professional development” sessions earlier in my career. Do I enter them into DMAI and/or my CV?

  • Check to see what your department or school expects. Some candidates list absolutely everything, others don’t. Professional development is more important for the annual review than for promotion and tenure, which are based on accomplishments, not on preparation.

• Is student mentorship part of teaching or of research?

  • There is not an absolute this or that answer. It depends on you: you can make a case for it to be research OR teaching. You will probably choose the one that is your area of excellence.

  • Keep track of all project names and dates for your mentees: masters theses, dissertations, poster presentations, article.
Questions and Answers

• How much of my teaching prior to my current appointment do I need in Digital Measures or my CV? I started as an adjunct...a lecturer...a visiting professor...

  • You probably should add all for-credit college courses for which you were the primary or only instructor, at least since your highest degree, and possibly before that (e.g. if you taught a course as a graduate student. It is NOT needed for annual reviews, but SHOULD appear on your full IUPUI CV. If you didn’t keep good records, don’t worry, but if you do have the information, list it.

• Can I import DMAI information from another institution?

  • Yes. It would be handled for each person individually, using your IUPUI username (e.g. “rapplega”) and your previous institution username.

  • Mostly. If your prior institution had some customized fields or screens, they will not map.
Strategies for Success
Panel Discussion
Shepherds....

Greg Hull
Herron School of Art and Design

Debra Burns
School of Engineering and Technology

Thomas Upton
School of Liberal Arts

Diane Von Ah
School of Nursing
This is an actual traffic interchange. And it actually works. (Exit 210 on I-69 north of Indy).

You will succeed too!
Upcoming Programs

- **Excellence in Research**
  - Tuesday, October 9, 2018, from 9-11 a.m.
  - Campus Center Room 409

- **Dossier Preparation**
  - Monday, October 29, 2018, from 9-11 a.m.
  - Campus Center Room 409

- **Dossier Preparation - Repeat Session**
  - Tuesday, November 20, 2018, from 9-11 a.m.
  - Campus Center Room 409

- **Excellence in Service**
  - Tuesday, January 15, 2019, from 9-11 a.m.
    - *Designed primarily for NON-IUSM faculty*

Click [here](#) for the listing of events and to register.
ACADEMIC AFFAIRS WEBSITE

• Chief Academic Officer’s Guidelines for Promotion and Tenure:
  [http://academicaffairs.iupui.edu/PromotionTenure/IUP UI-Guidelines](http://academicaffairs.iupui.edu/PromotionTenure/IUP UI-Guidelines)

• Dossier Samples:
  [http://academicaffairs.iupui.edu/PromotionTenure/Dossier-Samples](http://academicaffairs.iupui.edu/PromotionTenure/Dossier-Samples)

• Resources:
  [http://academicaffairs.iupui.edu/PromotionTenure/IUP UI-Guidelines/Resources](http://academicaffairs.iupui.edu/PromotionTenure/IUP UI-Guidelines/Resources)
EDOSSIER RESOURCES

• eDossier
  http://academicaffairs.iupui.edu/PromotionTenure/eDossier

• eDossier Help
  Candidate User Instructions
  Reviewer and Administrative Access User Instructions
  Instructions on how administrative access users set up review routing

• Additional Assistance
  IUPUI dossier content, routing, access or other P&T process questions, contact (Rachel Applegate)
CAMPUS RESOURCES

• Center for Teaching and Learning (CTL) http://www.ctl.iupui.edu
• Center for Service and Learning (CSL) http://csl.iupui.edu/
• Office of the Vice Chancellor for Research (OVCR) http://research.iupui.edu/ovcr
• Office of Faculty Affairs, Professional Development, Diversity, School of Medicine (OFPDD) http://faculty.medicine.iu.edu/about-promotion-and-tenure/
Thank you!

Office of Academic Affairs

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