

Faculty Mentoring Faculty
Discussion Questions for Mentors and Mentees: Promotion

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Questions from a mentor:

1. Have you looked at your departmental criteria regarding promotion and do you understand it?
2. What is the difference between the MOA and your departmental criteria and how do they work together?
3. What is the difference between tenure and promotion attainment?
4. Have you read the MOA?
 - a. Do you understand the verbiage within it? In particular, do you understand how your notebook should be formatted/organized?
5. Is there someone who will read your candidate statement and provide critique?
 - a. Are you selling yourself?
 - b. How do you meet departmental criteria?
 - c. Is it well organized and not too lengthy?
6. What is your plan for gathering evidence/documentation to put into your promotion file?
 - a. Create a timeline for yourself?
7. Do you have a checklist to help you make sure you have not missed any required material?
8. Do you understand the roles that rebuttals and hearings play in this process?

Questions from a mentee:

1. Would the mentor highlight their trip through the promotion process?
2. How should I approach the candidate statement differently for promotion in comparison to tenure?
 - a. What does it mean to demonstrate 'noteworthy contributions'? How do I convey this in the candidate statement and throughout the portfolio?
 - b. How should I ensure to speak to all levels of the review (e.g., department, college, university)?
 - c. How do I need to ensure that people from outside my discipline understand my portfolio materials?
 - d. How do I document my work that may not be directly expressed/included in my departmental criteria?
3. What pitfalls do I see faculty falling into regarding promotion?
4. How, when and who to solicit letters of recommendation from?
5. Who to get peer evaluations from?
6. Do you have a good example of a promotion notebook to use?
7. What kind of documentation is acceptable and/or best?
8. How do I prepare an effective rebuttal if needed?