

Peers for Promotion 2019–20: Schedule and Session Agendas

All sessions are at 4:30–6:00 pm in S2-351.

Session 1. October 29, 2019

Pre-Session Assignment: CV in UMMS format and bring to session

Introductions, including the question: What do I see as my biggest challenge for promotion?

Presentation: Introduction to the Promotion Process & Effective CVs

- promotion at UMMS
- effective CVs
- documenting educational activities

Activity (pairs): review CVs; identify gaps in CV

Assignment: Revise & complete CV

Session 2. November 19, 2019

Presentation: Criteria for Promotion & the Individual Promotion Plan (IPP)

- Areas of Distinction
- criteria for promotion to Associate Professor: activities, scholarship & academic reputation
- overview of the IPP

Activity (individual): Individual Promotion Plan (IPP)

- identify Area of Distinction
- review criteria (tables): identify gaps
- plan to address gaps

Assignment: Complete IPP for discussion at next meeting

Session 3. December 17, 2019

Activity (pairs): review IPPs

- discuss gaps and share goals (developing scholarship: presentations, research, writing papers, etc.)

Presentation: Narrative Statement & Educational Activities

- guidelines for the narrative statement; template & examples
- documenting educational activities & teaching evaluations

Assignment: draft narrative statement; compile teaching evaluations

Session 4. January 14, 2020

Activity (pairs): review narrative statements

Presentation: Letters of Evaluation

- guidelines for letters
- importance of networking and collaboration; developing an academic reputation

Assignment: revise narrative statement; list potential evaluators with strategy for academic reputation

Session 5. February 18, 2020

Activity (pairs): review narrative statements, lists of evaluators, strategies for academic reputation

Presentation: Next Steps: Making the Case

- next steps: defining a timeline for promotion
- planning for a meeting with Chair/Chief

Assignment: define timeline for promotion, plans for making the case

Session 6. March 17, 2020

Activity (pairs): review promotion timelines & plans

Presentation: Wrap-Up: Final Thoughts

- discussion & questions