



# College of Health Professions

for your information - news for faculty and staff

For Your Information – March 29, 2016

## College of Health Professions Promotion and Tenure Workshop

April 29, 2016 – 12:00 to 1:30 PM  
I Dodd Wilson Building 226

### Lunch Provided for Registered Attendees

Plan to join the College of Health Professions Promotion and Tenure Committee (PTC) on Friday April 29<sup>th</sup>, 12:00 to 1:30 PM in I. Dodd Wilson, Room 226 for this action packed workshop designed to guide you through the promotion and tenure (P&T) process. This workshop is divided into three parts: didactic, applied, and hands-on. First, the PTC will introduce you to the P&T guidelines and workshop activities while you eat your lunch.

Following lunch, get ready for some fast paced generative activities to practice the skills you need to get on the right track. Finally, you will have the opportunity to visit with PTC members at round tables to ask questions and to review examples of successful P&T dossier and evidence binders.

Remember, it is incumbent upon you as a faculty member to make and state your case demonstrating your strengths and value as a contributing member of the department, college and university! Please bring your CV and your department chair with you to this workshop!

### Learning Objectives

Following attendance and participation in this workshop, learners will be able to:

- Locate the current promotion and tenure document and credential preparation guidelines on the college website
- Practice reflective review on an annual basis to inform your decisions about time and effort
- Use annual workload reports and annual review letters to support your case
- Critique a curriculum vitae to determine compliance with the credential preparation guidelines
- Differentiate between materials that belong in the dossier versus the accompanying evidence binder

## Timely Matters

For College of Health Professions **Dates to Remember**, bookmark <http://healthprofessions.uams.edu/faculty-and-staff/dates-to-remember/>

**April 1** – Deadline for Staff Excellence Awards selection

**April 15** – Call for nominations for Faculty Excellence Awards

**April 15** – New/revised course syllabi and other academic program changes due to Curriculum Committee (15<sup>th</sup> of each month)

**April 21** – First day of *Ridvan* (Baha'i)

**April 21** – Student Council meeting at 4:00 pm, I. Dodd Wilson Building, Room 105

**April 22** – Spring College Meeting, featuring Staff Excellence Awards

**April 23** – First day of *Passover/Pesach* (Judaism); ends April 30

**April 29** – Promotion and Tenure Workshop, 12:00-1:30, I. Dodd Wilson Building Room 226

**April 29** – *Good Friday* (Orthodox Christian)

**April 30** – Last day of *Passover/Pesach* (Judaism)

**May 1** – *Easter* (Orthodox Christian)

**May 2** – Twelfth Day of *Ridvan* (Baha'i)

- Develop a strategy to prepare application narratives for (a) teaching, (b) scholarship, and (c) service

#### **Target Audience**

- Department chairs mentoring faculty in the promotion and tenure process
- Tenure and non-tenure track faculty members considering or submitting applications for the July 1, 2016 deadline for dossier review for: (a) promotion, (b) tenure, (c) promotion and tenure
- Tenure and Non-tenure track Faculty Members considering or submitting applications for the February 1, 2017 deadline for dossier review for: (a) pre-promotion, (b) pre-tenure, or (c) pre-promotion and tenure

**May 5** – Cinco de Mayo



**May 6** – Last day to withdraw from spring semester courses with grade of "WF" or "WP"

**May 8** – Mother's Day



is produced by the Office of the Dean of the College of Health Professions for faculty and staff members of the college. Submit FYI items to Deborah Taylor at [TaylorDeborahC@uams.edu](mailto:TaylorDeborahC@uams.edu).