

Early Career Faculty Development

May 4, 2022 at 12 PM LIB 400 & Zoom

Spring 2022 General Meeting Agenda

12:00 PM Welcome & Introduction (5 min)

2022 Early Career Development Council (ECDC) Members:

Kathleen Borgmann, Ph.D., Assistant Professor, Microbiology, Immunology & Genetics, SBS Priya Bui, D.O. Associate Professor, Pediatrics and Women's Health, TCOM Shane Fernando, Ph.D., Assistant Professor, Pediatrics and Women's Health, TCOM Malinda Hansen, D.O., Assistant Professor, Family Medicine & OMM, TCOM Bryn Lindley, PharmD, Assistant Professor, Pharmacotherapy, COP Justin Luningham, Ph.D., Assistant Professor, Biostatistics & Epidemiology, SPH Scott Maddux, Ph.D., Assistant Professor, Physiology & Anatomy, SBS Kenya Samuels, MPAS, PA-C, Assistant Professor, Physician Assistant Studies, SHP Erika Thompson, Ph.D., Assistant Professor, Biostatistics & Epidemiology, SPH Tara Tovar, Ph.D., Research Assistant Professor, Pharmacology and Neuroscience, SBS

2022 ECDC Facilitators:

Rita Patterson, Ph.D., Professor, OMM/Family Medicine; Associate Dean of Research, TCOM

12:05 PM Presentation – Promotion & Tenure on Interfolio (20 min)

Nancy Staples and Deliz Olivo Reyes

12:25 PM Panel Discussion – P&T Representatives (20 min)

SPH – Rajesh Nandy, Ph.D. SHP – Howe Lui, PT, Ph.D., MS. SBS – Michael Forster, Ph.D. TCOM – John Licciardone, D.O., M.S., M.B.A HSCCP – Meredith Howard, Pharm.D.

12:45 PM Q&A with Recent P&T Candidates (10 min)

12:55 PM Wrap-up & Feedback Survey (5 min)

Next General Meeting: TBD

If you have specific questions you'd like addressed at your school-specific breakout, please send them via email to earlycareer@unthsc.edu or to your school/college ECDC representative so we can make sure those topics are covered!



Promotion and Tenure

Top 5 Best Practices

Early Career Development Council https://bit.ly/3EywwCe



Learn the P&T Process

Know HSC policies and your school criteria



Start the process early

Organize your packet 8-9 months before the deadline



Collect and Organize evidence of excellence

Arrange the information following P&T criteria



Find Peer Support

Seek a mentor and ask for feedback



Think quality over quantity

Avoid overwhelming P&T committee



Promotion and Tenure Best Practices

Early Career Development Council
Spring Quarterly Meeting
May 4, 2022

hsc Agenda

- Welcome & Introduction
- Recommendations for Interfolio
- Recommendations for Success
 - P&T Panel Discussion
 - Q&A with Recent P&T Candidates
- Writing Accountability Groups
- Feedback Survey



hsc Early Career Development Council

- What is the ECDC?
- Why do we exist?
- What services do we provide?

hsc** ECDC Representatives

- Scott Maddux, Ph.D./SBS
- Kathleen Borgmann, Ph.D./SBS
- Shane Fernando, Ph.D./TCOM
- Malinda Hansen, MS, D.O./TCOM
- Bryn Lindley, PharmD/HSCCP
- Justin Luningham, Ph.D./SPH
- Kenya Samuels, MPAS, PA-C/SHP
- Erika Thompson, Ph.D./SPH
- Tara Tovar, Ph.D./SBS
- Priya Bui, D.O./TCOM
- Rita Patterson, Ph.D./TCOM











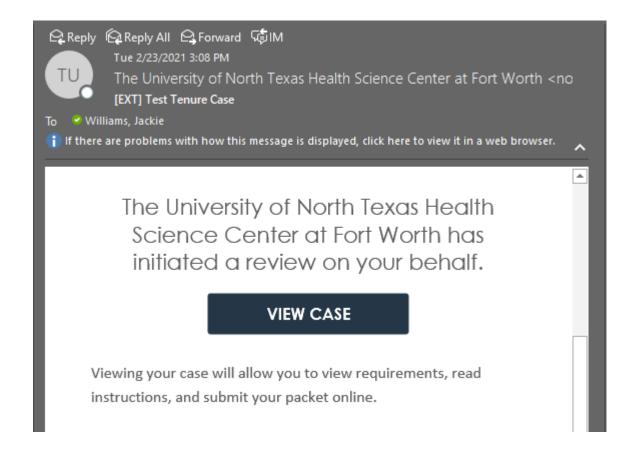


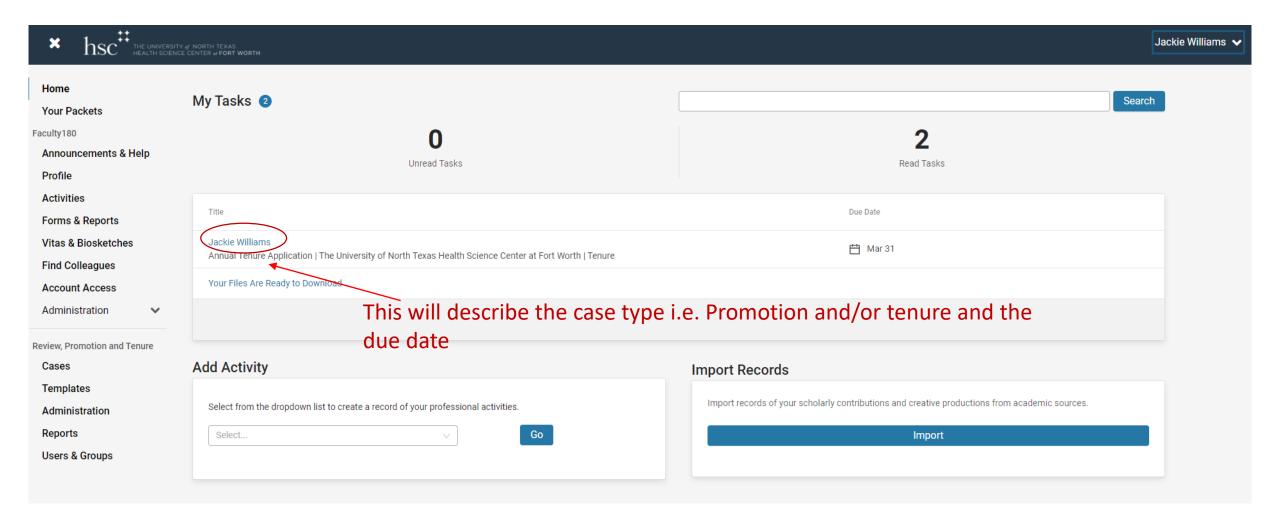


Recommendations for Interfolio

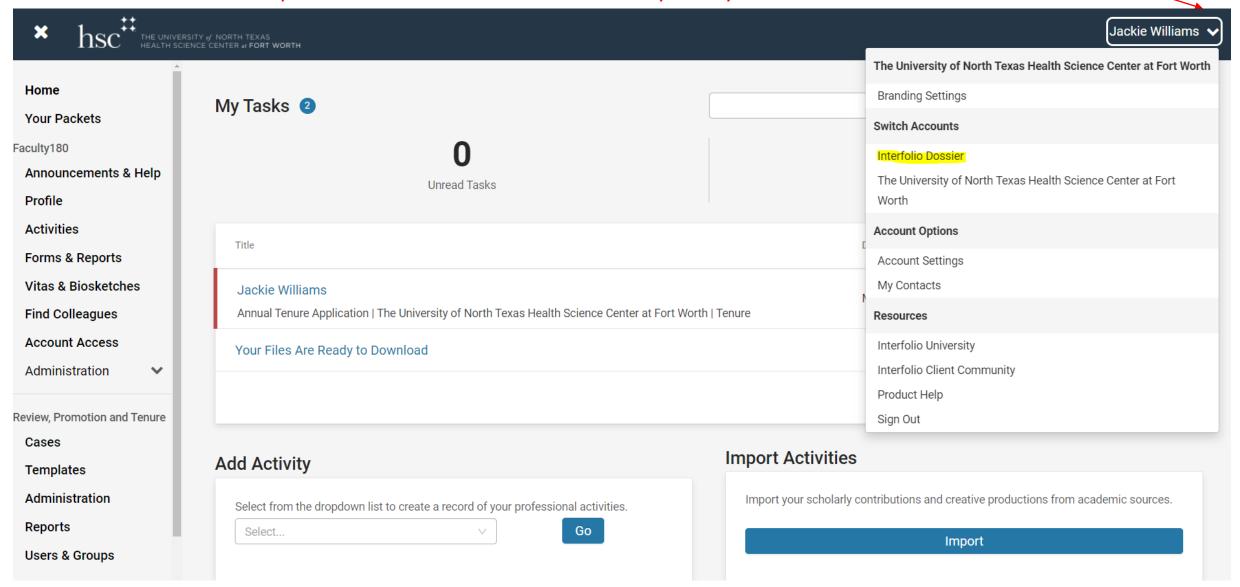
Slides created by Nancy Staples, Deliz Olivo Reyes, & Jackie Williams

Once the Department Chair notifies Faculty Affairs of a candidate's intent to apply for Promotion and/or Tenure, a case will be sent from Interfolio within 2 business days. Most faculty are able to navigate the Interfolio system but Faculty Affairs is available to also provide one-on-one support. When the Interfolio case has been created and sent to the faculty member, Faculty Affairs will notify the faculty member, the department chair and the dean letting them know.

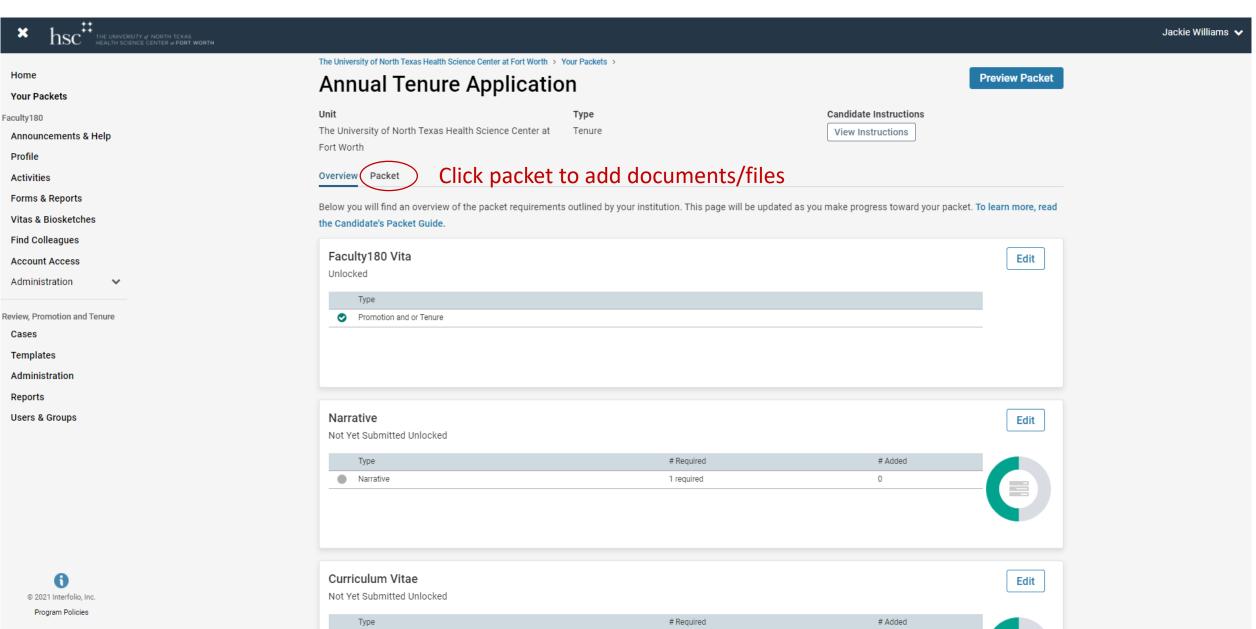


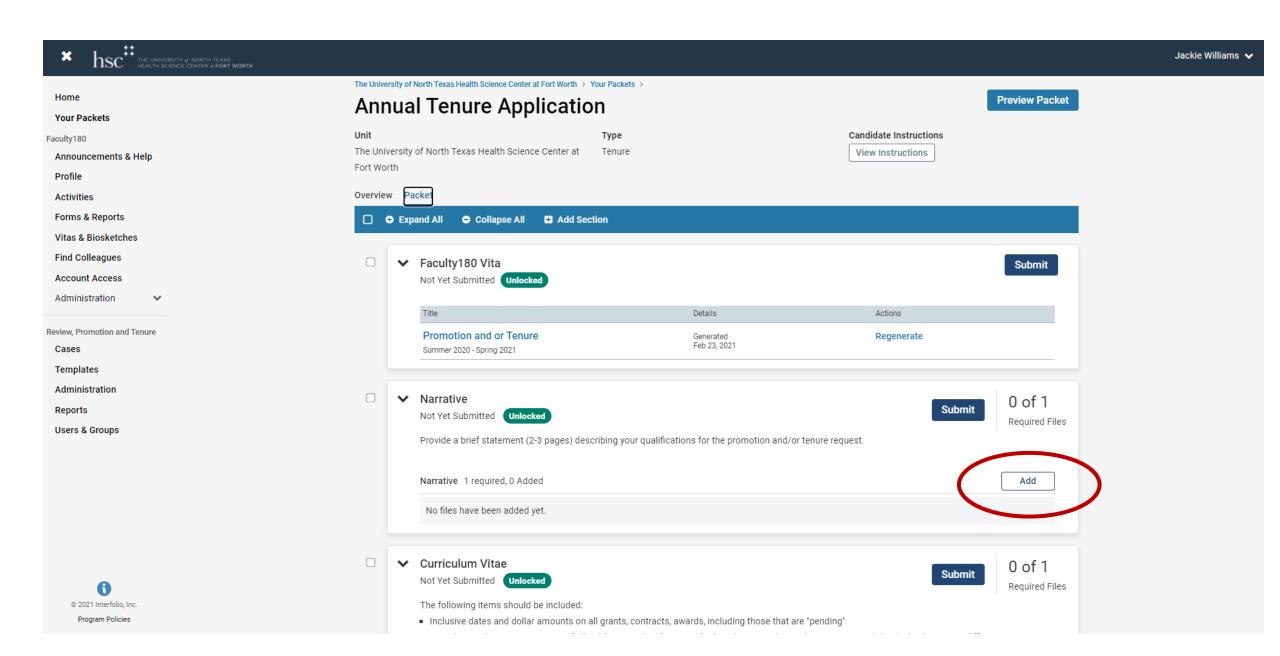


Interfolio Dossier – An <u>optional</u> tool/feature for faculty to store and manage job and promotion/tenure documents in one place. The Dossier can be a central archiving tool for faculty materials. All information submitted into Dossier for archiving is available to be added to cases i.e., P&T or EOY Performance Reports. Dossier is still available to faculty if they leave HSC.

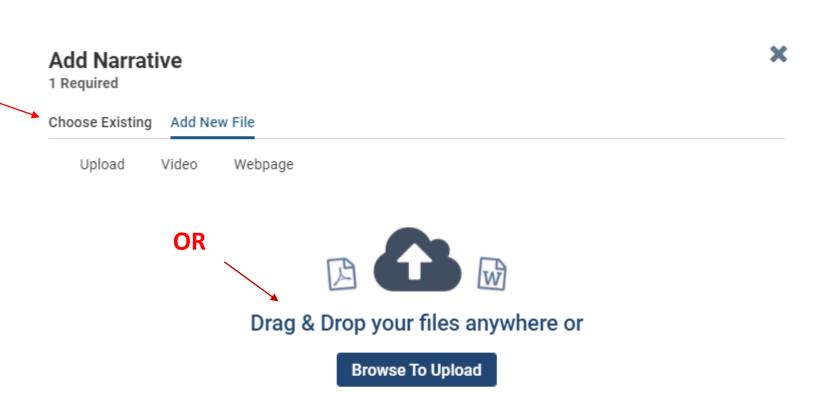


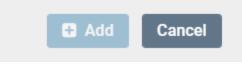
This page gives an overview of packet requirements and will provide a dashboard of the progress.



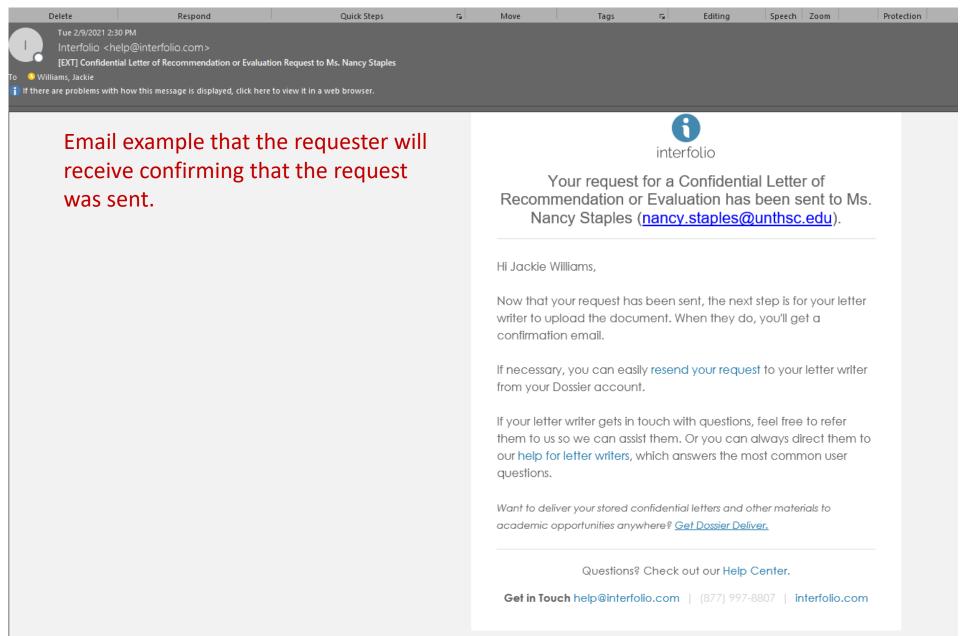


This will pull from
Dossier if documents
are stored there





Interfolio Dossier can also be used by faculty to request recommendation letters (confidential or not confidential).



Below is what example of the email request look like.

From: Interfolio < help@interfolio.com >
Sent: Tuesday, February 9, 2021 2:30 PM

To: Staples, Nancy < Nancy.Staples@unthsc.edu >

Subject: [EXT] Confidential Letter of Recommendation or Evaluation Request From Jackie Williams



Jackie Williams (jackie.williams@unthsc.edu) has requested a Confidential Letter of Recommendation or Evaluation.



Jackie Williams asks that you submit your recommendation by Feb 27, 2021.

Dear Ms. Nancy Staples,

I am using Interfolio to request and manage my letters of recommendation. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at jackie.williams@unthsc.edu if you have any questions about my request for a recommendation, the opportunities to which I am applying, or for any other reason.

Best,

Jackie Williams

Your document ID for this request is 2EE5499AEF.

Questions? Check out our Help Center.

Get in Touch help@interfolio.com | (877) 997-8807 | interfolio.com

Helpful Tips and Reminders

- The Interfolio packet requirements basically mirrors the Promotion and/or Tenure checklist items
- Deadlines and the checklist can be found on the <u>Faculty Affairs Webpage</u>
- Do not Submit documents/sections until complete as this will lock the section
- Avoid using highlight in PDF documents as the Interfolio reader will show as a redaction.
- Request recommendation letters early and start gathering past annual evaluations and student evaluations
- Contact <u>hscinterfolio@unthsc.edu</u> with any questions



Recommendations for Success

P&T Panel Discussion

Q&A with Recent P&T Candidates

hsc** P&T Panelist



Rajesh Nandy, Ph.D. SPH



Howe Liu, Ph.D., SHP



Michael Forster, Ph.D. SBS



John Licciardone, D.O. **TCOM**



Meredith Howard Pharm.D. **HSCCP**



Q&A w/Recent P&T Candidates





hsc** Writing Accountability Groups (WAG)

- Weekly protected time
- Peer accountability
- 12 one-hour sessions

Interested? Scan QR code.





hsc** Feedback Survey



Please scan & complete.

