Early Career Development Council

Spring 2021 Quarterly Meeting

https://www.unthsc.edu/academic-affairs/faculty-affairs/unthsc-faculty-development-resources/early-career-development-council/
ECDC Representatives

Priya Bui, D.O., TCOM
Michail Kastellorizio, Ph.D., SCP
Scott Maddux, Ph.D., GSBS
Caroline Rickards, Ph.D., GSBS
Eric Sala, M.A., SHP
Tara Tovar, Ph.D., GSBS
Erika Thompson, Ph.D., SPH

Rita Patterson, Ph.D., TCOM
Best Practices from Fall 2020 Meeting

Top Tips/Suggestions P&T Packet Preparation –

- Start organizing as early as possible.
- Not to feel intimidated by the process or other people’s packets.
- Find someone whose career is similar to yours and talk to that person.
- While preparing the packet, think of what you are proud of and how you would like to show your story.
- Consider quality vs. quantity.
Recommendations for Interfolio

Slides created by 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.
This will describe the case type i.e. Promotion and/or tenure and the due date.
Interfolio Dossier – An optional tool/feature for faculty to store and manage job and promotion/tenure documents in one place. The Dossier will act as the central archiving tool for faculty materials. All information submitted for a review will be copied into the faculty Dossier for archiving or reusability purposes. Dossier is available to faculty if they leave HSC.
This page gives an overview of packet requirements and will provide a dashboard of the progress.

Annual Tenure Application

Below you will find an overview of the components of your packet. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Faculty180 Vita
Unlocked

Type

- Promotion and/or Tenure

Narrative
Not Yet Submitted Unlocked

<table>
<thead>
<tr>
<th>Type</th>
<th># Required</th>
<th># Added</th>
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</thead>
<tbody>
<tr>
<td>Narrative</td>
<td>1 required</td>
<td>0</td>
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</table>

Curriculum Vitae
Not Yet Submitted Unlocked

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Click packet to add documents/files.
This will pull from Dossier if documents are stored there

Add Narrative
1 Required

Choose Existing  Add New File

Upload  Video  Webpage

OR

Drag & Drop your files anywhere or

Browse To Upload

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

Email example that the requester will receive confirming that the request was sent.

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Hi Jackie Williams,

Now that your request has been sent, the next step is for your letter writer to upload the document. When they do, you’ll get a confirmation email.

If necessary, you can easily respond to your letter writer from your Dossier account.

If your letter writer gets in touch with questions, feel free to refer them to us so we can assist them. Or you can always direct them to our help for letter writers, which answers the most common user questions.

Want to deliver your stored confidential letters and other materials to academic opportunities anywhere? Get Dossier Deliver.

Questions? Check out our Help Center.

Get in Touch help@interfolio.com | (877) 997-8807 | interfolio.com
Below is an example of the email request.

From: Interfolio <help@interfolio.com>
Sent: Tuesday, February 15, 2023 2:30 PM
To: Staples, Nancy <Nancy.Staple@unhsc.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) 967-3807 | 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 – Faculty Affairs Webpage.

• 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 hscinterfolio@unthsc.edu with any questions.
Promotion & Tenure

Practical Tips for Compiling Your P&T Dossier

Stella Goulopoulou, PhD
styliani.goulopoulou@unthsc.edu
Policies & criteria

Learn the HSC policies and your school/college criteria about promotion and tenure.
Update your CV (use the HSC format)
Collect and organize evidence of excellence in teaching, research, service
Collect your annual evaluations from past years
Evidence of Excellence in Teaching - Examples

Teaching statement
Student evaluations
Peer evaluations
Lesson plans, syllabi, other teaching materials
Table with all trainees, years of training, their accomplishments/awards
Evidence of Excellence in Research - Examples

List of publications
List of grants submitted
List of grants awarded
List of grants pending
List of invited talks
Evidence of Excellence in Service - Examples

List of service activities

• HSC
• Your school/college
• Community
• Profession
Write the following statements

1. Narrative: (2-3 pages) describing your qualifications for the promotion and/or tenure request

2. *Teaching
3. *Research
4. *Service

*these are summary statements, 4-6 pages long, include tables, lists, examples
Writing narratives & summary statements

Organize your writing in focused themes
Provide a brief history of your professional development
Describe your vision and future directions

Get feedback from colleagues!!!!
Letters

Two type of letters:

1. **External & internal reviewers**: make a list of experts in your field and submit their names and contact info to your Chair

2. **Letters of recommendation**: make a list of collaborators (or other individuals who can speak for certain aspects of your career) and submit their names to your Chair
Summary Tips

1. Know the P&T criteria
2. Update your CV
3. Collect and organize evidence of excellence
4. Write narrative and statements
5. Get feedback
6. Submit
Good luck!
Writing Accountability Group

Thursday 4-5pm

Follow-up Doodle Poll Link

Accountability for preparing packets & 3rd year review