



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 –

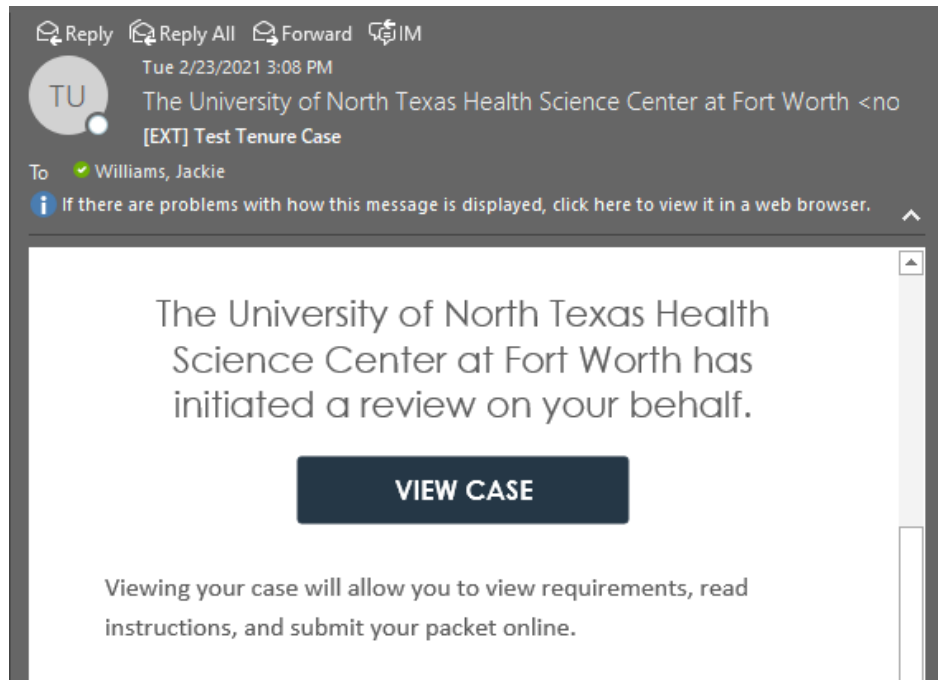
- Start organizing as early as possible.
- Not to feel intimidated by the process or other people's packets.
- Find someone whose career is similar to yours and talk to that person.
- While preparing the packet, think of what you are proud of and how you would like to show your story.
- Consider quality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



- Home
- Your Packets
- Faculty180
- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access
- Administration
- Review, Promotion and Tenure
- Cases
- Templates
- Administration
- Reports
- Users & Groups

My Tasks 2

0
Unread Tasks

2
Read Tasks

Title	Due Date
Jackie Williams Annual tenure Application The University of North Texas Health Science Center at Fort Worth Tenure	Mar 31
Your Files Are Ready to Download	

This will describe the case type i.e. Promotion and/or tenure and the due date

Add Activity

Select from the dropdown list to create a record of your professional activities.

Import Records

Import records of your scholarly contributions and creative productions from academic sources.

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.

The screenshot displays the Interfolio user interface for Jackie Williams. The top navigation bar includes the HSC logo and the user's name 'Jackie Williams' with a dropdown arrow. A red arrow points to this dropdown. The main content area is divided into sections: 'Home' with 'Your Packets' (0), 'My Tasks' (2 unread tasks), and 'Faculty180' (0 unread tasks). A table lists tasks, including 'Annual Tenure Application | The University of North Texas Health Science Center at Fort Worth | Tenure' due on Mar 31. Below the table are sections for 'Add Activity' and 'Import Records'. A user menu is open on the right, listing options like 'Branding Settings', 'Switch Accounts' (circled in red), 'Interfolio Dossier', 'Account Options', and 'Resources'.

Title	Due Date
Jackie Williams Annual Tenure Application The University of North Texas Health Science Center at Fort Worth Tenure	Mar 31

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

The screenshot shows the 'Annual Tenure Application' dashboard for Jackie Williams. The page is titled 'Annual Tenure Application' and includes a 'Preview Packet' button. The unit is 'The University of North Texas Health Science Center at Fort Worth' and the type is 'Tenure'. There are tabs for 'Overview' and 'Packet', with 'Packet' circled in red and annotated with 'Click packet to add documents/files'. Below the tabs, there is a table of requirements for 'Faculty180 Vita', 'Narrative', and 'Curriculum Vitae'. Each requirement has a table showing the number of items required and added, along with an 'Edit' button.

Annual Tenure Application Preview Packet

Unit: The University of North Texas Health Science Center at Fort Worth | Type: Tenure | Candidate Instructions: [View Instructions](#)

Overview **Packet** Click packet to add documents/files

Below you will find an overview of the packet requirements and questions by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Type	# Required	# Added
● Promotion and or Tenure		

Faculty180 Vita Edit
Unlocked

Type	# Required	# Added
● Narrative	1 required	0

Narrative Edit
Not Yet Submitted Unlocked

Type	# Required	# Added
● Narrative	1 required	0

Curriculum Vitae Edit
Not Yet Submitted Unlocked

Type	# Required	# Added
------	------------	---------

© 2021 Interfolio, Inc. Program Policies

Annual Tenure Application

[Preview Packet](#)

Unit
The University of North Texas Health Science Center at Fort Worth

Type
Tenure

Candidate Instructions
[View Instructions](#)

Overview **Packets**

[Expand All](#) [Collapse All](#) [Add Section](#)

Faculty180 Vita Not Yet Submitted Unlocked [Submit](#)

Title	Details	Actions
Promotion and or Tenure	Generated Feb 23, 2021	Regenerate
Summer 2020 - Spring 2021		

Narrative Not Yet Submitted Unlocked [Submit](#) 0 of 1 Required Files

Provide a brief statement (2-3 pages) describing your qualifications for the promotion and/or tenure request.

Narrative 1 required, 0 Added

[Add](#)

No files have been added yet.

Curriculum Vitae Not Yet Submitted Unlocked [Submit](#) 0 of 1 Required Files

The following items should be included:

- Inclusive dates and dollar amounts on all grants, contracts, awards, including those that are "pending"

- Home
- Your Packets
- Faculty180
- Announcements & Help
- Profile
- Activities
- Forms & Reports
- Vitas & Biosketches
- Find Colleagues
- Account Access
- Administration
- Review, Promotion and Tenure
- Cases
- Templates
- Administration
- Reports
- Users & Groups

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).

Delete Respond Quick Steps Move Tags Editing Speech Zoom Protection

Tue 2/9/2021 2:30 PM
Interfolio <help@interfolio.com>
[EXT] Confidential Letter of Recommendation or Evaluation Request to Ms. Nancy Staples

To Williams, Jackie
If there are problems with how this message is displayed, click here to view it in a web browser.

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


interfolio

Your request for a Confidential Letter of Recommendation or Evaluation has been sent to Ms. Nancy Staples (nancy.staples@unthsc.edu).

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 [resend your request](#) 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 9, 2021 2:30 PM
To: Staples, Nancy <Nancy.Staples@unthsc.edu>
Subject: [EXT] Confidential Letter of Recommendation or Evaluation Request From Jackie Williams



interfolio

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

UPLOAD
UPLOAD LETTER

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 – [Faculty Affairs Webpage](#)
- Do not  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.

Documentation

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!

hsc ™



P&T Panel



Melissa
Lewis, Ph.D.
SPH



Yasser
Salem, Ph.D.
SHP



Rong Ma,
Ph.D.
GSBS



Michael
Forester,
Ph.D.
GSBS



John
Licciardone,
D.O.
TCOM



Meredith
Howard
Pharm.D.
CoP

Writing Accountability Group



Thursday 4-5pm

Follow-up Doodle Poll Link

Accountability for preparing packets & 3rd year review

A decorative horizontal bar at the bottom of the slide, consisting of a thin teal line above a thicker dark blue line.