

Fall 2020 Quarterly Meeting Early Career Development Council September 23, 2020 at 12 PM

P&T Best Practices for Early Career Faculty

Panelists –

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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.
- If possible, get a copy of a packet from someone who has recently succeeded through the promotion or promotion & tenure process
- While preparing the packet, think of what you are proud of and how you would like to show your story.
- Consider quality vs. quantity.
- Read and understand the P&T requirements for your school and the institution

Challenges --

- Gathering old documents and information to write the narrative.
- Different CV formats (the HSC CV format is very specific).
- Tracking time & effort at hospital/clinic.
- Understanding different types of letters you need (letters of recommendation vs. review letters).
- Workload distribution -- If you have a workload heavily assigned to only one or two areas (research, teaching, service), discuss it with your supervisor as early as possible regarding the other areas.

Preparation Timeline

- Start talking to your chair/supervisor early about the P&T clock – as early as your first or second year in the job.
- Start organizing your packet 8-9 months before the deadline.
- Some schools or departments require mid-cycle review or three-year review. This is a good time to get started on putting your packet together. If your department doesn't require this, reach out to colleagues to discuss the process, and ask them to review your materials.

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Documentation/Evidence --

- When asked to take on additional tasks or assignments (e.g., committee membership, leadership opportunities), ask for the assignments in written forms of request so you can use them as evidence in your packet.
- Don't make your packet too overwhelming to the readers; highlight what you want them to know.
- Organize the information to follow the P&T criteria; the reviewers shouldn't have to hunt for the required information.
- Think about who is on the committee and what they would like to see (e.g., primarily research focused, or clinical focus).
- Provide a summary of your highlights in the narrative and then provide more details in each section (Research, Teaching, Service statements).
- Constantly update your CV so it is always update to date and won't be too overwhelming when you have to prepare the P&T packet after so many years.
- Create a folder in your email (electronic copies) and a drawer/file in your office (paper copies) as the place where you can always save documents for your P&T packet. Keep everything, just in case!

Other Comments –

- Look for peer support to discuss the process, and ask for feedback. Reach out to the ECDC to put you in contact with someone who can help!
- If you have 0% effort in research, find someone who has FTE in research and collaborate.