

VANDERBILT UNIVERSITY



School of Nursing

# The Process of Promotion for Non-Tenure Track Faculty

Non-Tenure Track and Promotion Committee

MARY RAGLAND DOD CHAUX HALL

# ***Welcome from your NTPC members!***

Michelle Collins, current chair

Jennifer Wilbeck, chair elect

Betsy Kennedy, immediate past chair

Stephen Krau

Carrie Plummer

Vaughn Sinclair

Rolanda Johnson Member, Ad Hoc

Jana Lauderdale Member, Ad Hoc





# Today's Agenda:

- ▶ *Welcome and remarks* - Dean Linda Norman
- ▶ Initial steps – Michelle Collins
- ▶ Recommendation letters and process - Carrie Plummer
- ▶ Self-evaluation letter - Betsy Kennedy
- ▶ Dossier preparation – Stephen Krau
- ▶ Q & A

# Initial Steps

- ▶ Procedure (Faculty Resources, P&P manual, 7, 1 & 3 Academic Ranks Document and Policy for Non-Tenure Promotion)
- ▶ Self appraisal using Academic Ranks document
- ▶ Meeting with immediate supervisor
- ▶ Submit formal request to committee chair
- ▶ Meeting with current committee chair



# Recommendation letters and process

- ▶ Applicant identifies and submits names/contact information of **5 individuals internal to VUSN (no later than 3 months from formal request submission).**
- ▶ **References must be equivalent or higher rank than the rank for which the individual is applying.**
- ▶ Applicant identifies which areas (*teaching, scholarship, practice and/or service*) each individual can address.



# Recommendation letters and process

- ▶ Applying for promotion from **Instructor to Assistant Professor:**
  - 5 internal VUSN references (3 will be contacted).
  
- ▶ **Assistant to Associate Professor:**
  - 5 internal VUSN (3 contacted) and 5 external to VUSN (3 contacted).
  
- ▶ **Associate to Full Professor:**
  - 5 internal (3 contacted) and 8 external (6 contacted)\*.

# Recommendation letters and process

- ▶ \*Special note on **Associate to Full Professor and external references:**

“In the event an insufficient number of external references are available at the professor level, applicant should submit statement concerning this fact. The remaining peer references may hold positions of comparable level and in rare situations a level below the current professional rank.”

(VUSN, Non-Tenure Committee Procedures for Promotion, pg 1.)



# Self Evaluation Letter

- ▶ Address the Committee
  
- ▶ Reflective Narrative on accomplishments, effectiveness, and contributions
  
- ▶ Areas to include:
  - Teaching
  - Scholarship
  - Service
  - Practice
  
- ▶ Future Goals





# Teaching

- ▶ Philosophy of teaching
  - Active learning → how you engage students
  
- ▶ Activities
  - course/curriculum/activity re/design
  
- ▶ How you have grown as an educator?
  
- ▶ Advising
  
- ▶ Clinical teaching, precepting
  
- ▶ Administrative responsibilities



# Scholarship

- ▶ Also Professional Development and Achievement  
— related to teaching, clinician role, research funding, QI
- ▶ Not just what you have accomplished or activities you have undertaken, but consider *why* and *how you used it* to strengthen your work.
- ▶ Highlight presentations or publications as examples



# Service

- ▶ VUSN, Professional, Community
- ▶ Why do you serve in the manner you do?
- ▶ What unique attributes do you bring to your service work?
- ▶ How does service strengthen your contribution?
- ▶ Mentoring (Mentee outcomes)



# Practice

- ▶ A picture of your clinical effort and activities
- ▶ Demonstrate scope, excellence, and quality
- ▶ Innovations
- ▶ Examples
  - new models of care, protocols
  - patient educational materials
  - leadership
  - impact and outcomes

# The Dossier



# The Dossier

- ▶ Time
- ▶ Adequate, thoughtful, succinct organized
- ▶ May be reviewed by those unfamiliar with your work
- ▶ Organized to show the significance of your work
- ▶ All documentation is to be sent electronically to the Chair of the tenure or non-tenure promotion committee.

# Expectations

Highly individualized, and comprehensive in its portrayal of achievements, style, culture, attitudes and interests.

Offers a portrait of as a teacher, a researcher, clinician and a community outreach provider.

It may include examples of what you perceive to be your "best" work, as well as work in progress.

The specific contents and organization of the portfolio may be decided in consultation with a "mentor" and should reflect your own style as a learner and teacher.

## Focus on 5 main points

- ▶ Personal Statement
- ▶ Curriculum Vitae
- ▶ Publications and Creative Materials
- ▶ Evidence of Teaching and Mentoring Excellence
- ▶ Supplemental Materials
- ▶ <https://nursing.vanderbilt.edu/intranet/staffac/policies/pdf/policynontenure.pdf>



# Curriculum Vitae

- ▶ Latin for “Course of life”
- ▶ This is like the “quantitative” portion of a grant
- ▶ Variety of formats
- ▶ Be sure to be clear and succinct





# Curriculum Vitae:

- ▶ Be sure to include dates
- ▶ Presentations be sure to identify : Local, State, Regional, National, International, Galactical
- ▶ Thorough representation of publications:
  - “Weaning a patient from the Intra-Aortic Balloon Pump.” (2016). Dimensions of Critical Care Nursing; 10(4): 35-44.
  - “End of Life in the Critical Care Unit.” (2015) Heart and Lung; 120(3): 78-89.
- ▶ Explain purpose of Awards
  - Donna Gaither Award 2016
  - Phi Epilson Award 2014



# Curriculum Vitae: Documentation of Service

- ▶ University service—committees and your role (e.g., chair, member);
- ▶ Non-committee service—where, what, for whom;
- ▶ Community service—where, what, for whom;
- ▶ Professional societies—offices held;
- ▶ Other examples of materials that may be included if relevant, such as contributions to department/university goals as they relate to service.

# Publications and Creative Materials

- ▶ If possible URLs on the Curriculum Vitae
- ▶ Any patents
- ▶ Technical Reports
- ▶ Programs copyright

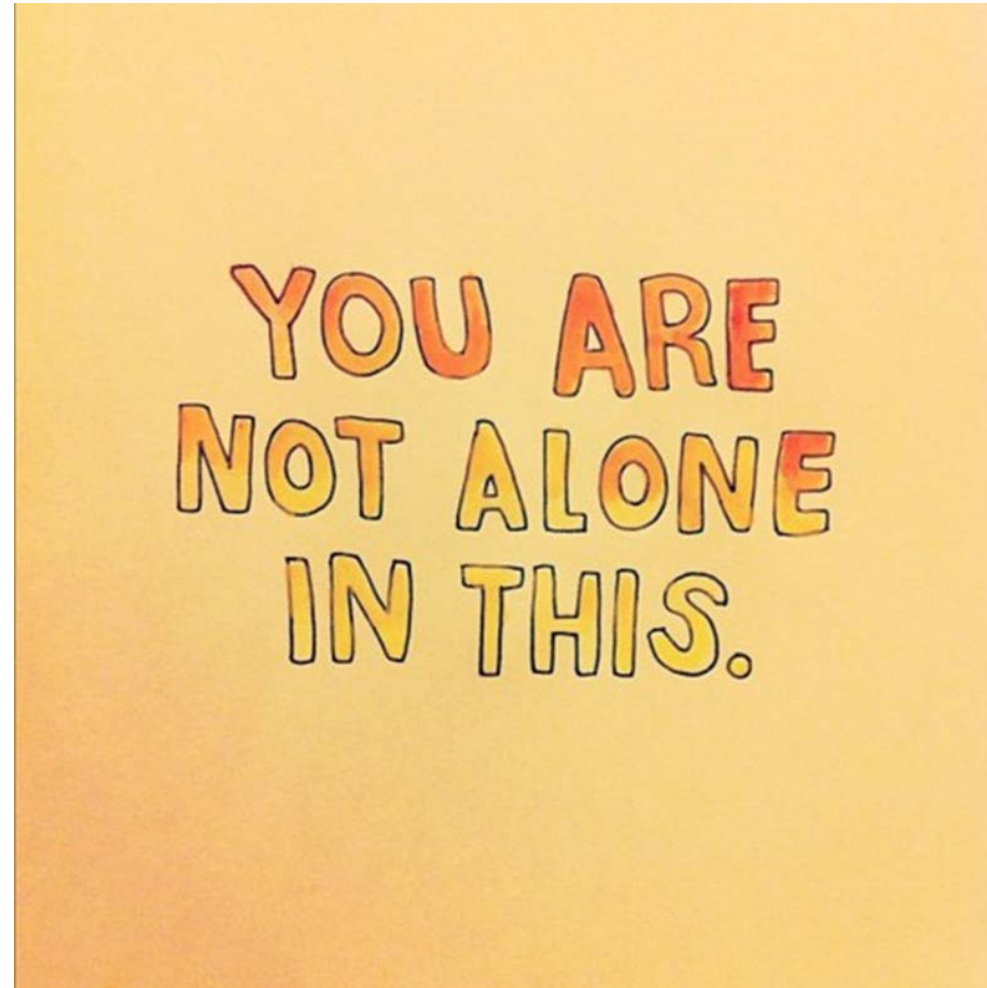
# Evidence of Teaching and Mentoring

- ▶ Letters of support (see Procedures for how these will be obtained)
- ▶ Summary of student evaluations
- ▶ Identification of any noteworthy commendations

# Examples of Supplemental Information

- ▶ Assessments by others of your service to the profession, institution, or community arising from disciplinary expertise.
- ▶ Work that promotes the success of VUSN students in ways not covered earlier (advising student clubs and groups, voluntarily leading special study sessions, etc.)
- ▶ Examples of interviews you have given to discuss your work with the broader community. (Television, radio, print media, etc)
- ▶ Published reviews of your scholarly work that demonstrate the reception and impact of that work, if those reviews are not specifically referenced in your CV.

**Remember.....**



# Questions?



*We look forward to seeing your dossiers!*

*- your non-tenure track and promotion committee*