

# ADVANCE

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## Promotion Tips and Strategies for Assistant and Associate Professors

During 2009 the UA's ADVANCE Program\* conducted focus groups with junior faculty, Associate professors, department heads, and University Promotion and Tenure Committee members. Findings from these meetings have been synthesized into the following areas of advice.

### ADVANCING FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR STATUS

The process for obtaining tenure is a tightly defined process. The process for moving from Associate Professor to Full Professor status is quite different. There is no requirement to seek a promotion and there are no formal rules about when to do it. It is important to consider local norms about promotion. For example, in some departments, promotion requests are not considered seriously until one has been an Associate Professor for at least five years. In others, a certain amount of grant revenue is expected. While these "rules" may not be written down, careful inquiry will reveal them. Tips provided above for Assistant Professors are germane to Associate Professors seeking promotion to Full Professor status.

**Tip 1:** Evaluate your accomplishments against general University guidelines for consideration.

**Tip 2:** Continue to build your external network nationally and internationally.

**Tip 3:** Because an international reputation is often a requirement for promotion to Full Professor, participate in international conferences and invited presentations whenever possible and practical.

**Tip 4:** Request specific feedback from your department head and senior colleagues within your department and inside and outside your college. Ask, "Given my record thus far, what do you think I need to be considered for promotion?"

**Tip 5:** Don't wait to be tapped on the shoulder and told, "It's time." Constantly evaluate your contributions and accomplishments against Full professors. When your accomplishments are comparable to those of others at the Full Professor rank, request consideration for a promotion.

**Tip 6:** Beware of becoming a "serial promotion requester" because repeated requests can exhaust outside evaluators and internal committees. While there is no limit on the number of times an individual may request promotion to the Full Professor level, it is generally wise to request promotion to this rank when others perceive you to be ready. If your qualifications are strong, but your department is not aware of them, develop a strategy to let others know about your accomplishments well in advance of submitting your promotion materials.

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