



The Tenure & Promotion Portfolio: A Plan of Action

Fall 2105 Tenure & Promotion Workshop
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Start Early

- Begin to archive materials during your first year, this is a cumulative process. Anything on letterhead? Save it!
- Document and date everything you do. (I made it a habit of updating my PAR throughout the year and used it as a reminder of activities.)
- Keep everything both digitally and physically. Make high resolution color copies and/or scans of important letters, awards, emails of support, etc... Don't risk losing important unique documents
- Find a mentor. Some departments incorporate this practice into their culture. If not, identify someone who recently got tenure and take advantage of their knowledge and experience
- Talk to your T&P committee. What is the culture of your department? Do they recommend a good sample portfolio?
- Find out who has had successful portfolios, ask to see them. Find out why others weren't as successful