Things to keep in mind when preparing for tenure/promotion to Associate:

Emily Bonner

**Thought #1**
Plan time to work on packet early (well before deadlines)
Meticulous planning will ensure that you are not scrambling at the last minute with major items that you need or minor issues (formatting, etc.) that can compromise your packet. This will also allow time to get advice from colleagues, make updates easily as they happen, etc.

**Thought #2**
Have colleagues from outside your immediate field read your statement
Send your statement to 2-3 people (one close to your field) for feedback. This will help to ensure that your accomplishments are clear to folks who are/are not familiar with your field. Sending it to more than 3 people may result in overwhelming and conflicting feedback.

**Thought #3**
Highlight your accomplishments in your statement, and connect the pieces for the reader
Be sure to include details about your accomplishments (acceptance rates, whether a journal is top tier – people outside of your field won’t know this) to make the case that you are having an impact in your field. Further, show the connections in your work between teaching, service, and research clearly and concisely.

**Thought #4**
Strategically select your list of external evaluators
Take some time to research scholars in your field who might be best for this purpose. Be thoughtful about who you choose and why, and take into account the alignment of your values to theirs.

**Thought #5**
Ask for advice/help from those who have recently gone through the process AND those who are going through it with you
Colleagues who have recently gone through the T/P process can provide invaluable advice about organizing information, planning and preparing, and how the process works. Work together with those also going through tenure (if applicable) to help and support each other through the process.