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

Alberto Cordova

Thought #1
Personal Statement
Ensure that what you want to highlight is highlighted, in other words explicitly mention it. Make the document visually appealing, what I mean by this is that you can bold items, have subheadings, the important thing is to provide a roadmap/themes of your work with the highlighted areas to the reviewers. Do not assume they (reviewers) would see or pinpoint areas just because they are in your documents. This would help your statement tie everything together (cohesive).

Thought #2
Personal Statement
Let others read your statements, and would recommend to see if you can get a senior colleague to overlook it. At times, others are the ones that sometimes catch items we missed.

Thought #3
Personal Statement
Don’t be afraid to sell yourself.. it is not bragging if you can back it up…

Thought #4
Overall
Always have something in the works.. some project, idea, study, etc… so that if for whatever reason an item gets delayed.. you have another project to keep you going.

Thought #5
Overall
Recommend having a bulletin/whiteboard, etc. in your office where you can see daily. Have items on it such as papers submitted (write down journal, month submitted, etc) works in progress and items/data that need to be processed. In this way, you can see how you are doing because we can all lose track of time and so can editors/journals. This can keep you accountable and help you keep journals accountable too.

Thought #6
Overall
If possible surround yourself with a group that reviews works including manuscripts, grant proposals, research presentations so that you keep current. Most of us came from programs that required a seminar or something like that where students and professor met to discuss ideas but now some of us do not have that seminar hour anymore… and don’t be afraid to share ideas.. sometimes.. when you surround yourself with the right people and ideas are express, collaborations emerge.