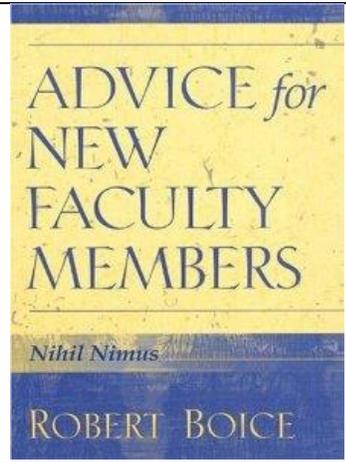
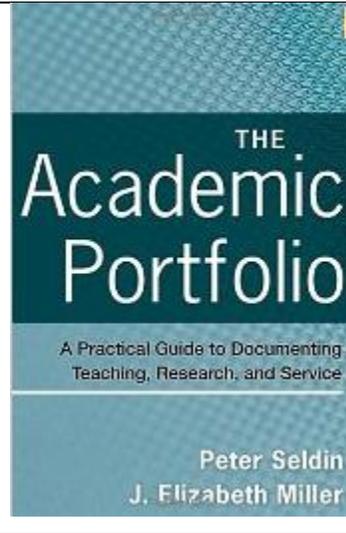
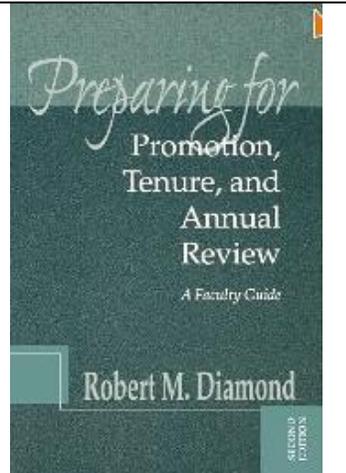


SOURCES FOR PREPARING FOR TENURE:

Books:

	<p>Publication Date: January 31, 2000 ISBN-10: 0205281591 ISBN-13: 978-0205281596 Edition: 1</p> <p>Advice for New Faculty Members: Nihil Nimus Robert Boice, 288 pages</p> <p>is a unique and essential guide to the start of a successful academic career. As its title suggests (nothing in excess), it advocates moderation in ways of working, based on the single-most reliable difference between new faculty who thrive and those who struggle. Based on the author's extensive experience and solid research in the areas of staff and faculty development. See book review at http://muse.jhu.edu/journals/journal_of_higher_education/v073/73.1centra.html</p>
	<p>Publication Date: October 20, 2008 ISBN-10: 0470256990 ISBN-13: 978-0470256992 Edition: 1</p> <p>The Academic Portfolio: A Practical Guide to Documenting Teaching, Research, and Service</p> <p>Peter Seldin & J. Elizabeth Miller, 358 pages</p> <p>The authors identify key issues, red flag warnings, and benchmarks for success, describing the what, why, and how of developing academic portfolios. The book includes an extensively tested step-by-step approach to creating portfolios and lists 21 possible portfolio items covering teaching, research/scholarship, and service. One review says this is a great how-to guide to documenting an academic career & very helpful for performance evaluations, promotion applications, as well as tenure and award applications.</p>
	<p>Publication Date: January 2004 ISBN-10: 188298272X ISBN-13: 978-1882982721 Edition: 2nd</p> <p>Preparing for Promotion, Tenure, and Annual Review: A Faculty Guide</p> <p>Robert M. Diamond 76 pages</p> <p>A review says this is primarily a checklist. It enumerates important questions to be asked and the issues that should be considered as faculty approach the review process. Concrete resources, examples, references, and a faculty checklist make this a practical tool for any instructor facing a professional evaluation. One review says: I would highly recommend it to every new faculty member who wants to begin organizing their materials BEFORE the P&T year.</p>

Prepare for tenure starting from day 1. Each institution has its own promotion and tenure rules and forms, although, in many universities these are not very

detailed or explicit, and do change from one year to another. Nevertheless, download all the information you can get about P&T at your institution as soon as you start your appointment and use it to prepare for tenure starting from day 1. Every year, update your information and records.

UC Berkeley has a very useful document, Advancement and Promotion of Junior Faculty at U.C. Berkeley,

<http://academic-senate.berkeley.edu/node/66>

which has sections that are generally useful and applicable to tenure track junior faculty in any research-intensive institution, that is, Sections II and III. Section II Professional Development Tasks Critical for Tenure Preparation. This section includes: Making Research a Priority, Research Grants, Developing a Scholarly Program, Preparing for Publication, Building Relationships: Increasing your Visibility as a Scholar. Section III Record Keeping about your Accomplishments. This section includes Professional Reputation, Drafts and Publications, Teaching, Administrative, Professional and Public Service Activities.

Preparing tenure documents for chemistry faculty:

Apryll M. Stalcup, The mechanics of getting tenure, Anal. Bioanal. Chem. 2006, 385:1–5.

http://serc.carleton.edu/files/NAGTWorkshops/earlycareer/tenure/stalcup_tenure.pdf

Helpful links for junior faculty

<http://stemwomen.org/career/c7.pdf>

Strategies for junior faculty

develop a strategic mindset

<http://stemwomen.org/career/c6.pdf>

time management tips

<http://stemwomen.org/career/c47.pdf>

building institutional support (ppt)

<http://stemwomen.org/career/cppt3.pdf>

cultivating a reputation within your research community (ppt)

<http://stemwomen.org/career/cppt5.pdf>

always be ready to be nominated for an award

<http://stemwomen.org/career/c1.pdf>

Lab management for new investigators

starting a new lab (ppt)

<http://stemwomen.org/career/cppt14.pdf>

sources for starting a new lab

<http://stemwomen.org/career/c39.pdf>

lab management for new investigators (ppt)
<http://stemwomen.org/career/cppt6.pdf>

managing your research team (useful links)
<http://stemwomen.org/career/c45.pdf>

Teaching

becoming a mentor (ppt)
<http://stemwomen.org/career/cppt2.pdf>

becoming a mentor useful links
<http://stemwomen.org/career/c43.pdf>

becoming an effective teacher (ppt)
<http://stemwomen.org/career/cppt1.pdf>

sources for teaching
<http://stemwomen.org/career/c40.pdf>

tools for handling student challenges to competence
<http://stemwomen.org/career/c49.pdf>

how to improve your student evaluations
<http://stemwomen.org/career/c9.pdf>

Getting funded, an overview

Making the Right Moves. A Practical Guide to Scientific Management for Postdocs and New Faculty, Chap 9. Second Edition, Burroughs Wellcome Fund, Howard Hughes Medical Institute, available on line at
<http://www.hhmi.org/labmanagement/moves.html>

How Not to Kill a Grant Application

A series of articles from the archives of ScienceCareers Part 1:
http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0280/murder_most_foul_how_not_to_kill_a_grant_application/

Part 2:
http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0280/abstract_killers_how_not_to_kill_a_grant_application_part_two/

Part 3:
http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0350/so_what_how_not_to_kill_a_grant_application_part_three/

Part 4:

http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0350/lost_at_sea_how_not_to_kill_a_grant_application_part_four/

Part 5:

http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0490/how_not_to_kill_a_grant_application_part_five_the_facts_of_the_case_thus_far/

Part6 :

http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/0560/how_not_to_kill_a_grant_application_part_6_developing_your_research_plan/

The NIH R01 Tool Kit

http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/2007_07_27/caredit_a0700106

Proposal preparation NSF

Proposal and Award Policies and Procedures (PAPP) Guide

Includes proposal preparation instructions for National Science Foundation:

http://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf13001

NSF home:

<http://www.nsf.gov/index.jsp>

Ten Commandments of Private Foundations Grant Proposal

http://sciencecareers.sciencemag.org/career_magazine/previous_issues/articles/2000_03_10/nodoi.1567509454709026908

Roster of NIH Study Sections

<http://public.csr.nih.gov/StudySections/Standing/Pages/default.aspx>

Where to Search for Funding ScienceCareers

<http://sciencecareers.sciencemag.org/funding>