

## **Promotion and Tenure/CCE Workshop for Continuing Faculty**

*March 15, 2019*

10:00 to 11:00 am

### **Administrative Processes including Basic Expectations for P&T**

- Governing Documents (Governance Plan, Contract, etc.)
- Review Process (difference between annual reappointment vs. tenure/CCE review)
- Committee Structure
- Tenure/CCE “Clock” and Calendars

11:00 am to 12:30 noon

### **Building and Maintaining *Your* Personnel File**

- What materials should you add?
- File checklist

### **Hands-on Introduction to Key P&T Forms**

- External Evaluator Form, Curriculum Vitae, Personal Statement
- Discussion & Sharing

12:30 to 1:00 pm

### **Lunch**

1:00 to 2:15 pm

### **Evaluation Milestones**

- Annual Evaluation Conference and Goal Setting
- Evidence of Attaining Goals
- 3rd Year Review

2:15 to 3:00 pm

### **Mapping out the Rest of *Your* Timeline**