

## Planning for Tenure Table / Timeline

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A guide for junior faculty (or post-doc seeking a faculty position) to help keep your eye always on your goal, which is to achieve tenure. Create an enlarged table such as the one on the last page and post it in your office so that it is a visible reminder. I filled out this one as an example:

	Academic year	2008-09	FIRST YR 2009-10	2ND YR 2010-11	3RD YR 2011-12	4TH YR 2012-13	5TH YR 2013-14	6TH YR 2014-15
<b>Formal reporting requirements</b>	Fall	Apply & interview	attend Faculty orientation	annual report of accomplishments	annual report of accomplishments	mid-probation review	prepare tenure packet <b>1</b>	dept tenure vote
	Spring	Negotiate, 2nd campus visit, accept offer	attend career workshops, safety training	attend teaching workshops, responsible conduct	anniv. reports on grants		anniv. reports on grants	campus-wide tenure vote
	Summer	Order lab equip materials	starter grant budget deadlines	final reports on intramural grants	docs deadline mid-career review	anniv. reports on grants	outside letters come in	sabbatical application
<b>Strategic planning<sup>2</sup></b>	Fall	Get references to back you for jobs. Learn everything about target inst. and dept. Systematically find:	acquire mentors, make grand plans for PhD students	identify & network your research commun.	fill in tenure appln forms, plan how to augment gaps	keep tenure appln forms current, plan to augment gaps	make sure your letter writers have current info	investigate & arrange for optimum sabbatical
	Spring	1. new investigator grant sources, 2. workshops, 3. collaborators on campus 4. allies in dept.	complete 1-2 projects, start monitoring your citation index, meet those citing you	start a new collaboration to broaden funding base, take adv. of research centers	keep collaboration going, attend confs with collaborator to tap his network, monitor citations	review mid-career situation with mentors, strategize to accelerate pace toward tenure	capitalize on momentum from big push to tenure to increase productivity slope	strategize for promotion full Prof., establish outside collaborations, need international profile
	Summer		identify & cultivate outside letter writers, attend workshop(s)	acquire a new expertise or bridge over into a new field	strengthen newly acquired areas by attending workshops & confs	get PhD students to finish, continue cultivate outside letter writers	graduate 1-2 PhD students, help launch their careers	keep networking, cultivate sponsors for promotion to full Prof., plenary talks
<b>RESEARCH</b>	Professional talks	present at as many confs as possible, even pay your own way	submit abstracts at least 1-2 confs; arrange to get invited talks	submit abstracts at least 1-2 confs PhD students each submit abstracts for conf poster/talk	give invited talks 1-2 confs PhD students each submit abstracts for conf poster/talk	give invited talks 1-2 confs PhD students each submit abstracts for conf poster/talk	give invited talks 1-2 confs PhD students each submit abstracts for conf poster/talk	give invited talks 1-2 confs PhD students each submit abstracts for conf poster/talk
	Publications	finish writing all PhD & post-doc work	norm: write up articles fr presented talks/posters, write review article	write, write, write!! try for high impact journals, cover articles	write, write, write!! try for high impact journals, cover articles	write, write, write!! try for high impact journals, cover articles	write, write, write!! try for high impact journals, perspectives articles	write, write, write!! try for high impact journals, cover articles
	Grant proposals	submit Dreyfus (May)	submit intramural & starter grant props	land starter grants submit 2 proposals, NSF CAREER	land 1 major grant (needed for mid-career rev)	land 1-2 more major grants (needed for tenure)	keep producing on those grants, write first renewal prop	keep producing on those grants, write next renewal prop
	Awards & Honors	join prof. soc., make list of awards to aim for	get nominated for new investigator honors	get nominated for young investigator honors	get nominated for Fellow prof. soc.	get nominated for top award in your field	get nominated for more awards	get nominated for mature awards, University Scholar
	Fall	prepare new	Course 5xx	Course 5xx	Course 3xx	Course 3xx	Course 3yy	Course 3yy

<b>TEACHING</b>	courses	course in specialty, recruit PhD students	sign up PhD stud(s)	sign up PhD stud(s)				
	Spring courses		released time	released time	Course 2xx sign up UG REU	Course 2xx	Course 2yy	Course 2yy
<b>SERVICE</b>	Committees dept	---	avoid, except grad admissions	avoid, except grad admissions	avoid, except grad admissions	avoid, except grad admissions	avoid, except grad admissions	accept additional comm. work
	Committees college & univ	---	avoid	avoid	avoid except to meet collabs related fields	avoid except to meet collabs related fields	avoid except to meet collabs related fields	accept univ-wide comm work for interest/commitment
	Professional	volunteer help adviser organize symposia in professional. confs	volunteer for NSF panel, review proposals&manusc, help organize symposia	NSF panel, review proposals&manusc, help organize symposia	NSF panel, review proposals & manusc, help organize symposia	grant rev. panels, review proposals, manusc, organize your specialty symposium on campus	grant rev. panels, review proposals & manusc, organize international conf. your specialty	grant rev. panels, review proposals & manusc, organize international conf. your specialty

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<b>Formal reporting requirements</b>	Fall	Apply & interview				mid-career review	prepare tenure packet <sup>1</sup>	dept tenure vote
	Spring	Negotiate, 2nd campus visit, accept offer						campus-wide tenure vote
	Summer	Order lab equip materials						
<b>Strategic planning 2</b>	Fall	Get references to back you for jobs. Learn everything about target inst. and dept.						
	Spring	Systematically find: 1. new investigator grant sources,						
	Summer	2. workshops, 3. collaborators on campus 4. allies in dept.						
<b>RESEARCH</b>	Professional talks	present at as many confs as possible, even pay your own way						
	Publications	finish writing all PhD & post-doc work						
	Grant proposals	submit Dreyfus (May)						
	Awards & Honors	join prof. soc., make list of awards to aim for						
<b>TEACHING</b>	Fall courses	prepare new course in specialty, recruit PhD students						
	Spring courses							
<b>SERVICE</b>	Committees dept	---						
	Committees college & univ	---						
	Professional	volunteer help adviser organize symposia in professional. confs						

<sup>1</sup> Many departments try for a one-year early tenure decision for faculty they wish to keep. If they do not do this for you, then you are probably not meeting expectations.

<sup>2</sup> Sometimes investing a week to efficiently learn something new and useful will save you a lot of time in the future. Make strategic investments of your time.