

Tips for promotion candidates from JPC members (Gleaned from promotion information sessions)

1. **READ THE GUIDELINES CAREFULLY.** JPC reviews the guidelines at the end of each promotion cycle. The guidelines represent the philosophy and pragmatic aspects of the promotion process. Reading the guidelines and collecting materials far in advance of the deadline will be to your advantage.
2. **MAKE YOUR BEST CASE.** The portfolio should reflect a sound, evidence-based case regarding your work.
3. **PREPARE THE PORTFOLIO FOR AN INTERDISCIPLINARY COMMITTEE.** JPC is comprised of 12 full professors, the academic deans, and the Provost. It is strongly recommended that you have your materials read by someone outside your department and/or college. Your narrative statements should receive the highest level of scrutiny.
4. **BE THOROUGH, CAREFUL, CLEAR, & CONSCISE.** Prepare your materials in a logical manner with special attention to no errors. Don't make it difficult on the committee to find or understand your materials. It is also important to make it clear which of your activities have occurred since the date of your hire or last promotion at UW-L.
5. **TEACHING IS IMPORTANT.** JPC members carefully try to ascertain the quality of candidates' teaching and the student learning that occurs in their classes. Multiple forms of evidence are helpful. Please refer to the "teaching evidence worksheet" available on this website. You need not have evidence in each of the categories. The worksheet is used by JPC members to carefully consider multiple forms of evidence.
6. **STUDENT LEARNING OUTCOMES** are highly encouraged as components of your syllabi. Direct and/or indirect assessments of one or more of these outcomes are also encouraged.
7. **CONTEXT, CONTEXT, CONTEXT.** Both the candidate and the department need to provide the context for understanding the professional development of the candidate. The narrative statements, commentary on evidence provided, and department letters can and should comment on the context of teaching, scholarship and service. Information regarding the composition of classes, quality of scholarship, and extent of service is important and helpful to the committee. The impact of scholarship such as importance to the field and acceptance rates is useful information. The department should provide the interdisciplinary committee with a framework for understanding your scholarship in terms of both the methods of the field and the impact of your work. You can help the reviewers understand trends or patterns in your work and the discipline. Letters from colleagues from within and outside your department can help provide useful context on your teaching, scholarship, and/or service.