

## The C's You Need to Heed For Success at Tenure Time

CONTROL – you're in charge of your own tenure case, so it's good to develop mentors, but you need to keep aware of reality and form your own judgments on how to proceed. You know better than anyone does if you are safe waiving your right to see internal and/or external references -- consider advice, but decide for yourself. Be careful and be alert!

CASE – you must document your accomplishments, now more than ever. Use quantifiable data in regard to teaching whenever possible. Keep a tenure box, or three, and file evidence in each of the three areas as it comes in -- evaluations, thank you notes for service, letters from editors, copies of articles, etc. Make sure your **CV is clear** and totally up to date, even if it means you have to replace it during the course of your review. Have colleagues review it for you for clarity, format, standard practice for citations, etc., in your field.

COMMUNITY OF COLLEAGUES – not everyone is going to love you, but try to be a good citizen and avoid making enemies whenever possible. Find out what your particular community's standards are for teaching, research, service (i.e., in your department and college) and try to meld them with those of the broader University community.

CONFLICTS – avoid them whenever you can! Don't let yourself get pulled into departmental politics. If there is someone on your DPC or CPC during your tenure decision year (or your mini-tenure year) whose service you feel constitutes a conflict of interest in your case, document that and request that the individual recuse himself -- but only when the situation really constitutes a danger to you.

CALENDAR – keep track of your own timelines. If things aren't happening when they should, track them down -- you don't want any surprises in this process!

COMEDY – you need to keep your sense of humor during this stressful year.

CALL FOR HELP – if you notice anything iffy, anything not up to procedural standards, call your union! If you just want to talk, or want help editing your personal statement, call! If you just want someone to complain to, call us!