

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

CONTROL – you're in charge of your own tenure case. Monitor it at every step to make sure it's not mishandled or passed along with errors. No one cares about your process as much as you do!! If you have questions or concerns about the process, be in touch with MSP.

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

CASE – you must document your accomplishments in the areas of teaching; research, creative or professional activity; and of service so get organized! Keep a tenure box/folder, 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. 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 when possible! Don't let yourself get overly involved into departmental politics. It's fine to voice your opinion but you don't want to unnecessarily alienate your colleagues. 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/herself -- but only when the situation really constitutes a danger to you.

COMEDY – try to keep your sense of humor during this stressful year. A sense of humor can be an amazing line of defense when it comes to coping with stress. And you can better prepare yourself by using coping techniques such as stepping back and viewing your situation as an observer/through a different lense; finding a group of friends with whom you can share your frustrations and challenges, and laugh about them in the process; or practice relaxation techniques like meditation or yoga.

CALL FOR HELP – if you notice anything iffy, anything not up to procedural standards, call the MSP! Earlier is always better than later. If you just want to talk, have a question or want some help editing your personal statement, call! We are here and want to help. ([msp@umass.edu](mailto:mSP@umass.edu), 545-2206)