Suggestions for Early Career Faculty from Dr Termuhlen and the Office of Faculty Affairs

Today, I am gearing my message to early career faculty members with some quick tips on thinking about promotion. It is never too soon!

**Tip 1: Read your promotion criteria statement.** OK, not exciting reading; however, it tells you what to do to be successfully promoted. This information can be found on the [OFA website](#).

**Tip 2: Find mentors** for your scholarly work, career development, promotion, life whatever you need. Check out our website for many useful [mentor resources](#) related to developing mentor relationships.

**Tip 3: Learn to manage your priorities (i.e. time).** More information can be found at [NCFDD](#).

**Tip 4: Track everything.** Lectures (formal/informal), teaching evaluations, mentees, advisees, and, of course, abstracts, publications, grants, workshops, meeting invitations, presentations. To track use [WORKS](#)

**Tip 5: Meet with a senior person for promotional review of your CV and feedback** a few years ahead of your planned promotion. Division leaders, department leaders, departmental members of the promotions committees can do this, or schedule an appointment with me.

**Tip 6: Link your annual goals to what your narrative statement will eventually say.** What is your overarching career goal? How will you accomplish this goal? (Answer - the shorter interval goals that are in your annual review).

**Tip 7: Enjoy the journey!** Let us know how we can help.

Associate Dean Termuhlen