CHECKLIST OF BEST PRACTICES
FOR MID-CAREER FACULTY MEMBER ADVANCEMENT
(For Individual Faculty Members)

- Develop career goals as well as plans and approaches for reaching the goals
- Request from unit administrator or appropriate unit committee the expectations for achieving rank of full professor.
- Meet with unit administrator(s) and review career plans and current projects; discuss whether these projects will help with promotion and with meeting career goals
- Perhaps in consultation with unit administrator consider identifying mentor(s) to assist in meeting expectations for promotion
- Consider identifying a coach to assist with networking or with needed skills
- Participate in development workshops. Ask unit administrator for information about college and University workshops
- Participate in other professional development opportunities, e.g., those offered by disciplinary societies, funding agencies, etc.
- Consider department and college leadership opportunities
- Consider joining a new research team or collaboration
- Consider a sabbatical to “retool”*
- Request a course release to retool or refocus.
- Request new course assignments (especially a graduate course to stay fresh or online teaching) or adjusting teaching schedule to allow for retooling.
- Request bridge funding after developing a clear program for refocusing.
- Request incentives and additional resources for refocusing (e.g., clerical support, undergraduate assistants)
- Consider specific shorter term projects that will assist in reaching career goals (e.g., short courses, short visits with potential collaborators)
- Evaluate priorities with increased demands made for university service and professional activities (e.g., service on editorial boards, offices in professional organizations, service on grant review panels, etc.)

Other advice:
- Be open to new approaches – listen to graduate students.
- Participate in unit/college/university committees
- Pursue and/or request leadership roles and participate in leadership development opportunities, e.g., Workshops for Faculty Leaders, Academic Governance, Assistant/Associate Chair Roles, Task Force Activities, etc.

*Note that a sabbatical leave is intended for the mutual benefit of the university and the faculty member and is not granted automatically (see faculty handbook: http://www.hr.msu.edu/timoffleave/facacadstaff/SabblImplementation.htm)