

## **CHECKLIST OF BEST PRACTICES FOR ADVANCEMENT OF MID-CAREER FACULTY (ASSOCIATE PROFESSORS)**

*(For Unit Chairs & Directors)*

- \_\_\_\_\_ Discuss faculty members' plans and goals and approaches for reaching the goals - Determine if working toward promotion to full professor.
- \_\_\_\_\_ Define clear expectations for achieving rank of full professor.
- \_\_\_\_\_ Review current projects and whether these projects will help with promotion.
- \_\_\_\_\_ Consider providing mentoring to assist in meeting expectations for promotion.
- \_\_\_\_\_ Develop a plan that is reviewed annually or more frequently.
- \_\_\_\_\_ Discuss and provide in writing specific performance expectations for the next academic year.
- \_\_\_\_\_ Consider having the mid-career faculty member join a new research team or collaboration.
- \_\_\_\_\_ Provide faculty member with a coach to assist with networking or with needed
- \_\_\_\_\_ Encourage faculty member to participate in development workshops.
- \_\_\_\_\_ Nominate faculty member for professional development opportunities, e.g. CIC ALP, Disciplinary Fellowships, etc.
- \_\_\_\_\_ Encourage and promote opportunities for less productive faculty members to interact with higher performing faculty members.
- \_\_\_\_\_ Encourage sabbaticals when appropriate to "retool"
- \_\_\_\_\_ Consider course releases to allow faculty members to retool or refocus.
- \_\_\_\_\_ Consider new course assignments or adjusting teaching schedule to allow for retooling.
- \_\_\_\_\_ Encourage mid-career faculty members by nominating for awards and other recognition.
- \_\_\_\_\_ Consider providing bridge funding if a clear program for refocusing has been developed.
- \_\_\_\_\_ Provide incentives and additional resources for refocusing [new teaching assignments (e.g. online courses, clerical support, undergraduate assistants) as a way of helping faculty retool].
- \_\_\_\_\_ Provide opportunities for involvement in disciplinary societies, including leadership opportunities.