Women on Track
September 15, 2006
Discussion and Talking Points

The Women on Track group met for breakfast on Friday, September 15, 2006. The discussion topic for this meeting was “Promotion on the Tenure Track”. Dr. Gerald Gotterer, Senior Associate Dean for Faculty and Academic Administrative Affairs, led the discussion. He talked to the group about tenure at Vanderbilt, understanding the criteria, and the decision making process. Attached to these minutes is a copy of the slide presentation used by Dr. Gotterer. Following the presentation, Dr. David Raiford, Associate Dean for Faculty Affairs, Dr. Ann Richmond, Co-Chair of the Faculty Appointments and Promotions Committee, and Dr. Kathy Gould, member of the Faculty Appointments and Promotions Committee, joined Dr. Gotterer for questions from the group. These questions included the following:

- **Do you need to be looking and/or interviewing for employment outside Vanderbilt before being proposed for tenure at Vanderbilt?**

  No. It is important for the chair or division director to be able to explain in the nomination letter why the individual’s work is important in the discipline. This should be documented through independent review in letters of evaluation from faculty in that field.

- **Why be on tenure track if you can advance to tenure from any of the tracks if you meet the criteria?**

  Being on the tenure track should reflect a commitment by the department to protect time for the faculty member so she can work to achieve the requirements of tenure.

  Being on the tenure track also indicates recognition of the career goals of the faculty member.

- **If tenure is not achieved the first time presented, does this end the process and the individual must leave, or can the individual be put forward again?**

  If the School of Medicine Faculty Appointments and Promotion Committee disapproves of a recommendation for promotion of a faculty member to tenure, the Committee Chair and/or Associate Dean provides information about the committee’s reservations to the department chair and suggests what must be achieved for the faculty member to successfully move to tenure. The faculty member’s ability to meet the criteria will depend on how much time remains in the probationary period.

- **Is the standardized curriculum vitae required?**
Using the suggested format for the curriculum vitae located on the Faculty Affairs website, http://www.mc.vanderbilt.edu/medschool/cv.php, is an effective way of communicating with the Faculty Appointments and Promotions Committee. It is a disadvantage to the faculty member to have a poorly constructed curriculum vitae.

- Is being considered for tenure automatic or does the individual faculty member have to initiate the process?

The various departments of the School of Medicine follow somewhat different procedures. However, annual faculty reviews should be held with either the department chair or a division director to discuss the individual faculty member’s development and progress toward tenure. Departments are required to assign a mentor or mentoring committee for all faculty appointed without tenure on the tenure track. The mentor or the committee is expected to work with the faculty member, provide a periodic review and feedback, and otherwise follow progress so that each faculty member progress towards tenure is optimized.

The Advisory Committee (Kathleen Figaro, Natasha Halasa, Alyssa Hasty, Peggy Kendall and Ellen Lockhart) thanked everyone for their interest and participation.

- Future meeting dates are:
  October 20, Terry Minnen, “Managing the PINCH of conflict”
  November 17, Mary Yarbrough, “Work place pressure”
  December 15, Panel discussion regarding balancing work and family.

- Development continues on a website for the Women on Track group.
- CME credit for participation in these meetings should be available by next month.
- If there are others who would like to be added to the Women on Track email list, their names should be sent to Sherrie Leach (sherrie.leach@vanderbilt.edu).