**BU Women’s Colloquium Meeting Minutes**

**April 3, 2014**

**Members Present:** Natalie Carnes, Beth Ellison Barr, Theresa Kennedy, Adrienne Harris, Beverly Gaventa, Christina Chan, Amanda Norman, Brooke Blevins

**A conversation with recently tenured faculty members:** In today’s meeting three of our recently tenured faculty members (Beth Barr, Adrienne Harris, Theresa Kennedy) shared their thoughts on the tenure process.

***What do you wish you would have known earlier in the process?***

**Beth Barr (History)**

* Have started the annotated tenure resume sooner in the process.
	+ Scholarly impact of publications
	+ Publication information (acceptance rates, review process)—Christina Chan mentioned that your librarian can help gather this information if you just let them know.
	+ Evaluation of student evaluations in the tenure résumé
* Better discernment about useful service—do service that is helpful to you and your department. Avoid service that is not viewed as helpful by your department.
* Join a writing group to help hold you accountable
* Don’t be stressed about the tenure process. You spend a lot of time stressing about the process that simply isn’t necessary
	+ “You have done your job, now let us do ours.”—a comment by one of Beth’s senior colleagues

**Theresa Kennedy (MFLC)**

* Life happens—Divorce, babies, miscarriage, etc. Let your department know and seek their help in moving through these events
* Find a writing group to work with and a support system
* Depend on those who are in your life to help get this process done (family, friends, colleagues, writing group)
* Know the importance of the external letters—get to know people at conferences. It is important that they know you as both a person and as a scholar.
	+ Keep a running tally of the people who could serve as a external reviewer
* Start working on the annotated tenure resume early in the process
* Be careful about book chapters—particularly if they take a long time to go into print in your field.

**Adrienne Harris (MFLC)**

* Working on the tenure resume and having the structure for the tenure notebook in place early—look at the tenure guidelines for the structure.
* Know what your department wants, don't stress about the other stuff (i.e. books vs. articles, types of service, etc)
* Be careful about service that isn't counted as significant by the university
	+ If you do engage in other service that you think is valuable, but that may not be recognized by your department, think about how to contextualize that within your tenure documents (i.e. *Transformational Education*: Adrienne had a section in her tenure notebook called Teaching beyond the classroom—a way to share service that contextualizes the process and service)
* Let chair and division director know about personal issues that may impact your work—communication is very important
* Find a tenured faculty who will help you with documents and in the process. Ask other people to see their notebooks, letters, resumes, etc.

**Beverly Gaventa (Religion)**

* In regard to external letters, it is important to find people who are good letter writers—not everyone is a good letter writer even if they are reputable in the field. Ask your dissertation chair or people in the field.

**A Few Other Thoughts**

* Perhaps print out the reviews from articles and books to share in your tenure notebook
* Go to SFI and learn about the process (between 3-5 years)
* Work on grant proposals—even small ones to buy books, pay for travel, fund graduate student support, etc.
* Think about putting 5 year plan into a tabular format
* There is a meeting at the beginning of the 6th year when you will learn more specifics about the tenure notebook.
* Provide a one page takeaway from tenure review meeting. This helps you frame the narrative for your colleagues
* Put your personally written annual reviews in notebook NOT THE CHAIR/DEAN EVALUATION that has your ranking (Outstanding, Noteworthy, MPS, etc). Your colleagues see your rankings and it could cause dissention.

**NEXT MEETING:**

May 5, 2014 at 12:30pm in Yellow Room of McMullen

Elizabeth Davis will join us to share some parting thoughts.