

Steps to Promotion to Associate Professor: Take Home Points

1. Opportunities

- Don't be afraid to ask for and apply for opportunities — give presentations, join committees, apply for leadership positions — even if you don't feel fully qualified.
- Opportunities grow from being a participant to being a leader when you engage and deliver. This often leads to a national and international reputation.

2. People

- Have multiple mentors, career advisors, sponsors, and coaches for your needs.
- Seek collaborations from those who share your interests inside and outside of your unit, division, or department.

3. Be Intentional About the Work You Do and How You Spend Your Time

- Prioritize doing what is important to you. If you enjoy giving lectures, reviewing papers, or mentoring, keep doing it.
- Spend time building your own resume — writing papers, getting grants, implementing curriculum, taking leadership roles in the health system, etc. Be mindful of the focused time you need to meet the criteria for promotion, especially for research criteria. The bar is high.
- It is okay to stop doing things as your career develops if they no longer align with your goals.

4. Document

- Document what you are doing in an organized, proactive way — a folder in your desk or a file on your computer. You can sort through it later and decide what is and is not important for your promotion packet.
- Save thank you notes from mentees, patients, and peers.
- Save evaluations of your teaching or presentations and all records of your achievements, big and small. Keep anything that may be helpful when you put your promotion packet together at a later time.
- Keep your resume current and in UAB format.

5. Pace Yourself and Stay on Track

- Be patient. It takes a few years to get comfortable and manage your responsibilities.
- Use your annual review with your Division Director to take stock of your achievements, set goals, and check in to see if you are on track for promotion.

- Ask what is missing in your resume that you will need for promotion. Start working on this now — do not wait until you are putting your promotion packet together.

6. It Is Okay to Take Risks and Fail

- When you apply for positions, even if you do not get them, others will learn of your interest and it may open up unexpected opportunities.