

## Damrauer's Guide for New YUMPs

- Don't take my word for it! Consult your colleagues so that your actions conform to the standards of your College or School.
- Learn the rules that will govern your pre-tenure years: refer to the [Faculty Handbook](#) and [Strategies for Success](#) for details. Be sure you have a copy of your Primary Unit's criteria for Comprehensive Review and for Promotion and Tenure.
- Actively participate in your Primary Unit's activities. Establishing working relationships with your colleagues not only gives you the feeling of belonging, but demonstrates your willingness and commitment to the Unit and the institution.
- Keep in touch with [YUMPS](#) activities. Attend all those meetings that you can.
- Establish schedules and boundaries. Teaching activities consume many people in their first year or two at UC Denver, and scholarly (creative) work can suffer. To assure that that doesn't happen, establish times when you do your scholarly (creative) work and guard them with your life! Make it clear to your colleagues and students that such times are sacrosanct. Do so in a such way that they understand that scholarly (creative) activities are very important to you, but a necessary part of your job. Emphasize that the time you must devote to these activities is an investment in the future of the institution.
- Start documenting your career accomplishments from day one. Save everything that might conceivably be important. If you have any doubt, save it!
- Look at the sample dossiers that are available in the Faculty Development Center, 320 Lawrence Street Center. These are provided for your viewing pleasure so that you have an idea of what a good dossier looks like.
- Find someone whom you trust and consult that person often as you establish yourself. You may find that one person is particularly helpful about scholarship and another about teaching. Use them both (in fact, use all the resources you can find). Consult the Faculty Development Center; they are always available for advice; just call (303-556-6075). Don't let your questions go unanswered. Find someone "in the know" and ASK!
- If your unit doesn't have a person whom you can interact with about your scholarly work, ask whether external mentorship can be established. Chemistry and others have successfully done this.
- Document your career carefully. In your CV, be sure (1) to give proper dates and inclusive paginations, (2) to distinctly indicate (separate?) refereed and non-refereed works, book chapters, work in press, work in preparation (in other words, adopt the CV form outlined in Strategies for Success ([LINK](#))). Don't exaggerate under any circumstances.

- Consider preparing a dossier before you have to. Consult with your Primary Unit to see if they will review an early dossier so that you have constructive feedback before a formal submission is required.
- Become an expert on resources available to you, particularly some funds set aside for YUMPs and other Faculty Development Center programs ([LINKS](#)).
- Try to live a normal life, whatever that is! The pre-tenure years are stressful, but they should not affect your health or sanity in adverse ways. Make time for yourself. Find ways to relax. Don't let the pursuit of tenure be your only life.