

**Promotion for Specialist—Submitted by Valerie Yontz, PhD, Specialist-Rank 5
For “A Unique Lens: Promotion and Tenure for Faculty in the Unique Classifications
June 12, 2015--Kuykendall 106—Faculty Mentoring Program**

1. Write to the requirements (each one)—in the language of the tenure/promotion language
2. Think in levels—department, college/school, university-wide, state-wide, region-wide, national, and international
3. Translate what you do into the school’s framework
4. Get good quality letters of support not quantity
5. Put all the good stuff into your binder (not the extra box)
6. Seek help of peers and those in the pipeline who will review your stuff for refinement
7. Be professionally creative but follow the format
8. Specify your accomplishments.
9. Be precise and as concise as possible
10. Find ways to present lots of good value and accomplishments in a clear and straightforward way.

Reason #1: Collaborated with department faculty to obtain Council of Education in Public Health (CEPH) Accreditation for the Department (2007-2014)

- **Prior Status:** The Department faculty members were in the process of intense preparation meetings for accreditation when I was hired. Essential Items were missing in order to meet the accreditation criteria. I was asked to immediately begin work on five major areas to fill the gaps for accreditation documents. These included: a) creating the policies and procedures for the MPH practicum, b) strengthening and documenting the Department’s community partnerships, c) developing resources and linkages for student career counseling, d) establishing a process for systematically recruiting students and e) helping create a community advisory council.
- **Why:** The practicum, community partnerships, community advisory council, student career counseling and student recruitment are all areas that CEPH requires documentation of the department’s systems and approaches before accreditation may be granted.
- **What I Accomplished:** I produced and implemented the current practicum policies and procedures that were approved by the faculty for the CEPH application within the first two months of employment. I assisted the Director of Student Services in generating an updated and expanded community partnership list for the CEPH application. This included many new community partners that I brought with me from my 10 years working at a federally-funded community health center (CHCs) in Hawaii. For the remaining accreditation items, it was documented in the CEPH application that I was specifically hired to address those items and that I would continue to design those areas in the upcoming years. Working collaboratively with other faculty, our department obtained the maximum accreditation for seven (7) years from 2007-2014, and as a result of my professional endeavors, all of the remaining accreditation items have been created and developed so that the 2014 accreditation application will show a more mature evolution of our department in meeting CEPH accreditation criteria.