What follows are guidelines for how a coalition member university may approach getting the recommendations implemented at their institution.

**Step By Step Instruction for Implementation on University Campuses**

**Step 1. Identify your internal team.**   We suggest it consists of someone in these positions or similar positions; Vice Provost for Faculty/Academic Affairs, Associate Vice President for Research and Economic Development, Innovation and Entrepreneurship Lead, Faculty Leads (2+) from across institution with consideration for these coming from the hard sciences, the soft sciences, liberal arts, etc.

**Step 2. Create a P&T review committee.** Vice Provost(s) & Research Office leads jointly charge a faculty committee (made up of faculty across campus and from across the tenure track (assistant, associate and full professors) to identify specific modifications to P&T guidelines and processes based on the PTIE recommendations (I&E Fellows should be a significant fraction of committee makeup).

**Step 2a. Create an I&E Fellows group**.  I&E /Accelerator/Incubator lead(s) create an I&E Fellows group on campus (if not currently existing).  This group should represent as many colleges/departments as possible to ensure good representation across campus.  Consideration should be made to include the Foundation, Outreach/Extension, Alumni Association and other entities who can be a resource to the I&E Fellows socialization efforts.

**Step 3. Build ground up and top down support.** Utilize I&E Fellows group to message in communities on and off campus. Also, An internal survey, Innovation Days, Innovation Showcases, focus groups, Q&A sessions, etc. may be helpful to gain appreciation for current paradigm on campus and guide evolution in thinking. Build broad consensus on campus to ensure support in faculty senate.

**Step 4. Create a plan.**  Create a plan to formally process recommendations through appropriate governing bodies (e.g. faculty senate) at your institution.  We understand that most universities will need a full fiscal year to implement adoption through faculty senate and it will be another period of time before it is implemented.

**Step 5. Don't lose patience.**  Recognize that this will take a sustained effort and a considerable amount time to achieve implementation.  Even after implementation, it may be a number of years before the university realizes the impact of the modifications.  This may be daunting but think of the long-term impact this can have on your university!