**PennState**

Office of the Dean                                              814-865-3528
College of Information Sciences and Technology   Fax: 814-865-5604
The Pennsylvania State University                        ist.psu.edu
332 Information Sciences and Technology Building
University Park, PA 16802-6823

# Promotion and Tenure Committee Charge Guidelines
# IST_HR-07 Administrative Guideline

1. Do everything you can to help faculty members to succeed, but make the necessary judgments when the time comes to make them.

2. Understand our system of checks and balances, relying on independent but mutually informed recommendations by faculty peers and administrators reviewing the same set of materials.

3. Recognize our goal: to achieve a faculty appropriate to a major research university with a commitment to teaching and service, so that the internal and external reputations of each unit are constantly improving.

4. Become familiar with all documents associated with the Promotion and Tenure process. On the Vice Provost for Academic Affairs website, there is an entire section devoted to Promotion and Tenure containing links to policies, guidelines, and other useful reference materials.
   a. Review Policy AC23, https://policy.psu.edu/policies/ac23, which covers promotion and tenure policy and procedure.

   b. Review Policy AC40, https://policies.psu.edu/policies/ac40, which covers post-tenure faculty extended reviews.

   c. Review the Vice Provost for Academic Affairs Website, https://vpfa.psu.edu/promotion-and-tenure/.

5. Committee reports should present an analysis of the case and the materials submitted. Individuals are responsible for submitting quality materials to be reviewed. Reports are not a place to include commentary on the system being used unless there is a systematic issue being created by the system, but at this point, there are no such issues that have been identified.

6. Summaries of student feedback are not a place to include commentary based on personal experience. This is a place to summarize student comments. If the committee wishes to provide context regarding the comments, that should be done by the committee in the report, not by a single individual when summarizing student feedback.

7. Confidentiality in Perpetuity should be respected in all aspects of the Promotion and Tenure process, both during the review and into the future. Those participating in an evaluative role, such as committee members and administrators, must respect that deliberations and discussions remain confidential. Likewise, faculty members under review should not approach committee members or others involved in the process.

8. Become familiar with the Promotion and Tenure and the Activity Insight pages on the Dean's Office intranet site. These sites are used by Promotion and Tenure candidates in the preparation of their dossiers.

9. Make every effort to attend all Promotion and Tenure Committee meetings in-person. If you are unable to attend a meeting, please inform the Committee Chair *prior* to the scheduled meeting.

10. E-mail communications pertaining to dossier reviews are discouraged. All communications pertaining to a candidate's dossier review should be face-to-face. More specifically, committee letters for Promotion and Tenure Candidates should *never* be shared electronically via e-mail.

11. The Promotion and Tenure Committee in the College of Information Sciences and Technology also conducts the HR-40, extended post-tenure reviews.

Portions of these guidelines were excerpted from the Office of the Vice Provost for Academic Affairs Discussion Points for Charge Meetings.

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