



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 GURU Policy HR-23, <http://guru.psu.edu/policies/OHR/hr23.html>, which covers promotion and tenure policy and procedure.
 - b. Review GURU Policy HR-40, <http://guru.psu.edu/policies/OHR/hr40.html>, which covers post-tenure faculty extended reviews.
 - c. Review the Vice Provost for Academic Affairs Website, <http://www.psu.edu/vpaa/promotion.htm>.
5. Committee reports should present an analysis of the individual's case based on the materials submitted. Candidates are responsible for submitting quality materials to be reviewed, and the reviews should be based on the materials submitted. Reports are not a place to include commentary on the system being used to submit materials. If the system results in a misrepresentation of the candidate's activity, it is reasonable to highlight that this is happening. However, at this point no such issues that have been identified.
6. 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.
7. 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.

8. 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.
9. 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.
10. 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.

Drafted: 03.01.2015 (~kb)

Reviewed by Dean's Executive Council: 03/08/2015

Approved by Dr. Mary Beth Rosson, Interim Dean: 03/08/2015

Approved by Dr. Andrew Sears, Dean: 12/2015

Revised: IST_HR-07 Admin Guideline added to document 1.28.18

Revised: Items 5 and 6 added by Dean Sears 12.8.18

Revised Item 5 and deleted 6 12.14.18