

Non-tenure Line Promotion Workshop 2023-2024



PennState

College of Information
Sciences and Technology

Non-Tenure Line Faculty Promotion Administrative Guidelines and Other Resources

- [IST AC-14.pdf \(psu.edu\)](#) NTL Promotion Guidelines
- [Non-Tenure Line Faculty Promotion | Penn State College of IST \(psu.edu\)](#)
- [Timetable for Non-Tenure Line Faculty Promotions](#)



Non-tenure Line Faculty Promotion Materials Required

Materials Required (Candidate)

- Academic CV (include service)
- Narrative Statement (three-page limit, 1600-character limit)
- Statement on Teaching Philosophy
- For Promotion to full teaching professor only –
 - Letters of Support from Five Students (previous or current students)
 - List of 3-5 names and contact information for external letter writers (can be within University)

Materials required (Provided by Faculty Affairs Administrative Staff)

- SEEQ scores and full summary of student comments for each class taught
- Summary of Peer Evaluations beginning with IST date of hire
- Summary of Faculty Annual reviews beginning with IST date of hire
- Job description

Continued on the next page...



Non-tenure Line Faculty Promotion Materials Required (cont.)

Please send pdf files to Liz Stouffer (emg5338@psu.edu)

- One file containing academic CV
- One file containing Narrative Statement
- One file containing Statement of Teaching Philosophy
- One file containing five letters of support from students (for promotion to full professor only)

Narrative Statement

A narrative statement indicates a candidate's sense of their scholarship of teaching and learning; scholarship of research (if applicable) and creative accomplishments; and scholarship of service to the University, society, and the profession.

The purpose of this statement is to give candidates the opportunity to place their work and activities in context of their overall goals and agendas.

Important:

- 2-3 Pages (3 pages max)
- No more than 1600 words.



Academic CV

Important:

- Should include all academic Penn State Appointment Dates
- Should include all service information provided to IST and the professional community since IST date of hire, e.g., committee names, date(s) served
- Should be current



Non-tenure Line Faculty Promotion Committees

Two Committees:

- Committee 1: Five members comprised of non-tenure line and tenure-track faculty members.
- Committee 2: Three members comprised of full teaching professors.



Summary: Non-tenure Line Promotion

- Organize your information
- Start early
- Ask questions
- Submit completed dossier on schedule

