

AC 40 Extended Review

College of Information Sciences and Technology

Process and Procedures

Penn State [AC 40 Annual Evaluation of Faculty Performance \(Formerly HR 40\)](#)

General Information

This policy provides the process for an evaluation of the performance of each member of the faculty at least once each year. Each tenured faculty member will be evaluated with an extended review every fifth year after the most recent promotion decision.

During the fifth year after the most recent promotion decision, the faculty member will undergo both a Faculty Annual Review (FAR) and the Extended AC 40 Extended Review.

To provide adequate preparation time, faculty members should be given notice at least two semesters in advance of the submission deadline. Candidates should be notified in October or November letting them know that the AC 40 materials will be due the following October. The Executive Assistant to the Dean will provide this notification to the Dean, appropriate faculty members, and administrative staff.

At this time the AC 40 extended reviews are not completed using Activity Insight in the College of Information Sciences and Technology. The packet of materials is put together manually.

Review Committee

This review will be done by members of the current IST Promotion and Tenure Committee. The faculty member may add one person from outside the College to be a part of their review panel. This outside person must be affiliated with The Pennsylvania State University. The process for selecting this external member will be for the faculty member to submit two names (along with contact information and a brief bio) of those external to IST/internal to PSU. From those names, the Dean will select one person. The Dean's Executive Assistant will notify the faculty member regarding the status of their request for an external to IST (internal to PSU) committee member.

Contents of Review Packet

Narrative Statement

- Three-page limit, 1" margins.
- The narrative statement should outline the faculty member's goals for professional development and describe past accomplishments and future objectives specific to those goals.
- Faculty member should include in their Narrative Statement their desired timeline for going forward for Full Professor, if that is something that they plan to do.

Curriculum Vitae

Peer Evaluations

- For the past five years after most recent promotion. Please contact the Office of Academic Services for this information.

SRTE Evaluations

- Full SRTE Evaluations for the past five years after most recent promotion. Please contact the Office of Academic Services for this information.
- Full SRTE Student Summarized Comments for the past five years after most recent promotion. Please contact the Office of Academic Services for this information.
- Table from Activity Insight Summarizing SRTE Scores for the past five years after most recent promotion. This table can be generated in Activity Insight using the Customized Report Feature—SRTE Report.

Research Funding

- Faculty member should obtain this information from the IST Grants and Contracts Office.

Faculty Annual Reviews (FAR)

- Faculty Annual Reviews (FAR) should be included for the past five years after most recent promotion. Please contact the administrative support coordinator in the Office of Faculty Affairs for the FAR-related information.

Once the AC 40 Extended Review packets are assembled, the faculty member will be asked to review the packet and sign a coversheet indicating that they have reviewed the contents of the packet and that the contents are satisfactory. The AC 40 Extended Review packets are then shared with the Promotion and Tenure Committee, who will complete the review.

The Promotion and Tenure Committee will provide the Dean with a letter (sometime in March or April) that summarizes the results of the Committee's review. The Dean will then meet with the candidate to pass along the Committee's letter to the faculty member. This meeting normally takes place sometime in April.

Following the University schedule, the Vice Provost for Academic Affairs' Office should be notified via e-mail conforming that the AC 40 extended reviews and Faculty Annual Reviews have been completed for the current academic year. (The deadline for this notification is sometime in June). The Dean's Executive Assistant will provide this notification.

Electronic Documents

Electronic documents in connection with the AC 40 Extended Review Process are kept on the Dean's Shared Drive in the Folder, *AC 40 Extended Reviews*.

Sample of E-mail Sent to Faculty

Dear Name:

According to our records, you are due for an AC-40 five-year post tenure review this coming academic year (20XX/20XX). The Penn State policy guidelines for AC-40 can be found at <https://policies.psu.edu/policies/ac40>.

This review will be done by members of the 20XX/20XX IST Promotion and Tenure Committee. You can, of course, still add one person from outside the college to be a part of your review panel. This outside person must be affiliated with The Pennsylvania State University. The process for selecting this external member will be for you to submit two names of those external to IST/internal to PSU. From those names, the Dean will select one person. These names will be due to me on **Date in September**.

November 2019	Candidates were notified via e-mail that an AC 40 Extended Review is due for the following Academic Year.
June 2020	Send reminder to candidates about the upcoming AC 40 Extended Review.
September 1, 2020	AC 40 candidates must inform Dean's Executive Assistant if they would like to have an external member serve on their review committee.
September 2020	Dean reviews/selects/declines candidate's request for external committee member.
September 2020	Dean's Executive Assistant informed candidate about the status of their request for external committee member.
October 2, 2020	AC 40 candidates' review packets are due to administrative support assistant.
October 2-13, 2020	Administrative support assistant assembles and reviews AC 40 packets for completeness and accuracy.
October 2-13, 2020	AC 40 candidates are asked to review final AC 40 packet and sign cover sheet.
October 16, 2020	AC 40 packets are shared with the current Promotion and Tenure Committee.
March/April 2021	Promotion and Tenure Committee provides Dean with their review letter for each AC 40 candidate reviewed.
April 2021	Dean meets with each AC 40 candidate.
June 2021	Dean's Executive Assistant confirms with Vice Provost for Academic Affairs Office that AC 40 Extended Reviews and Faculty Annual Reviews have been completed for all IST faculty members.

Sample of Candidate Signature Page

I have reviewed the contents of my AC-40 Review Packet as defined in the HR-21 Guidelines.

Candidate Signature

Date

Sample of E-mail Sent to External Committee Member

From: "Karen Brewster" <kbrewster@ist.psu.edu>
To: "ktk2@Psu.edu" <ktk2@psu.edu>
Cc: "Mary Beth Rosson" <mrosson@ist.psu.edu>, kqb2@psu.edu
Sent: Wednesday, August 27, 2014 3:48:47 PM
Subject: Dr. Eileen Trauth - HR-40 Extended Review - Request from Interim Dean, Dr. Mary Beth Rosson

Sent on behalf of Dr. Mary Beth Rosson, Interim Dean.

Dear Dr. Keifer Boyd:

Professor Eileen Trauth will be undergoing a 5-year extended review during the Spring 2015 semester. This review will be done by the IST Promotion and Tenure Committee and can include an outside faculty member as part of the review panel. Dr. Trauth has given your name as a potential candidate to participate in this review. Please let me know if you would be willing to serve in this capacity. If you are in agreement, my assistant, Karen Brewster, will be in contact with you later this semester regarding information including establishing times for committee meetings during the spring semester.

Dr. Trauth will be providing a narrative, current CV and funding information, SRTE scores, peer evaluations and compilation of written comments from students for the last 5 years. We emphasize in the review the core of our work as tenured faculty members—teaching, research and service performance.

Please let me know if you are willing to undertake this review in working with our Promotion and Tenure Committee.

Sincerely,

Mary Beth Rosson
Interim Dean