

Fixed-Term Promotion Workshop 2021-2022

January 2021



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College of Information
Sciences and Technology

Fixed-Term Faculty Promotion Administrative Guidelines and Other Resources

- <https://www.ist.psu.edu/sites/default/files/faculty-affairs/fixed-term-promotion-guidelines.pdf>
- <https://ist.psu.edu/about/offices/faculty-affairs/fixed-term-promotion>



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Fixed-Term Faculty Promotion Materials Required

Materials Required (Candidate)

- Academic CV (include service)
- Narrative Statement (three-page limit, 1600-character limit)
- Statement on Teaching Philosophy
- Letters of Support from Five Students (previous or current students)
Promotion to full teaching professor only

Materials required (Provided by Faculty Affairs Administrative Staff)

- SRTE 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

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Fixed-Term Faculty Promotion Materials Required (cont.)

Please send pdf files to Karen Brewster (klbrew@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 teaching professor)



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 service 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.



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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



Fixed-Term Faculty Promotion Committees

Two Committees:

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



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Summary: Fixed-Term Promotion

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



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