

APPENDIX I

GUIDELINES FOR IMMEDIATE TENURE REVIEWS

Applicability

Immediate tenure reviews are appropriate for persons being considered for faculty or academic administrative positions at the University. The immediate tenure process is not appropriate for faculty members or academic administrators already under contract. Immediate tenure may be granted to new faculty appointments, almost always when they have a tenured appointment at the institution they are leaving. The “out-of-sequence” process or a hybrid of the immediate tenure and the out-of-sequence processes) should be utilized when there is a desire to hire individuals who do not currently have tenure at their home institution. Because out-of-sequence requests for promotion and tenure reviews will not be handled by the immediate tenure review process, please contact the Office of the Vice Provost for Faculty Affairs to initiate this process (see Appendix J). *The immediate tenure process must begin prior to the candidate’s start date.*

To the extent possible, it is expected that the same college and department review committees that were appointed at the beginning of the review process will be reconvened to make recommendations in cases of immediate tenure. *Given that the committee’s charge is to determine whether the candidate’s record merits the awarding of tenure, the committee may be composed of tenured faculty members of any rank.*

University Review Committee

An Immediate Tenure Review Committee will be appointed annually consisting of former members of the University Promotion and Tenure Review Committee, divided into separate subcommittees. These individuals have considerable experience in promotion and tenure review procedures. A member of each subcommittee serves as chair and works closely with the Office of the Executive Vice President and Provost in coordinating immediate tenure reviews.

The chair of the Immediate Tenure Review Subcommittee will submit a recommendation to the Office of the Executive Vice President and Provost at which time a final decision will be made. The dean will be informed of the final decision by written confirmation.

Process and Documentation

In general, reviews for immediate tenure parallel closely the policies and procedures of AC23 (formerly HR23) but are not identical to them. For example, while the candidate’s achievements or potential in all three cells—teaching, research and scholarship, and service—should be addressed by all levels of review, they need not be presented in formal dossiers with dividers, nor should the promotion and tenure signature page from our formal promotion and tenure dossier be used.

Adequate documentation must be included so that the Immediate Tenure Review Committee can make an informed judgment about tenure. Particularly when prospective faculty members are being considered, every effort should be made to obtain documentation about teaching effectiveness. In cases where information about teaching effectiveness may not be available, a review of speaking engagements and guest lectureships or letters from the candidate's peers that address teaching effectiveness may provide insight. Follow-up telephone calls are encouraged and appropriate to further document teaching effectiveness. A scanned PDF copy of the following documentation must be submitted in the order below for a candidate who is being reviewed for immediate tenure. It is helpful to have materials organized by using bookmarks in the pdf file.

1. *Title page: Including name and college*
2. *Copies of the college and department criteria statements.*
3. *Curriculum vitae: Include the most current vita of the candidate.*
4. *Scholarship of Teaching: Summary of documentation of teaching effectiveness (i.e., student and peer evaluations; please do not include all of the candidate's prior teaching evaluations). If such information is not available please provide a summary of other documentation of the candidate's teaching effectiveness, such as a review of speaking engagements and guest lectureships, letters from the candidate's peers that address teaching effectiveness, or a summary of follow-up phone calls made to further document teaching effectiveness.*
5. *External letters: Dossiers shall include a minimum of four external letters. Letters of reference that were used in the search process may be acceptable; all should address the candidate's qualifications for tenure. Administrators are expected to consult with the chair of the unit's promotion and tenure committee to make the determination of whether additional letters should be requested. External letters should be written by letter writers who are external to Penn State.*
6. *Statements of evaluation and recommendations on department/college letterhead from:*
 - a. *The department promotion and tenure review committee*
 - b. *The department head.*
 - c. *The college, campus review committee, Dickinson Law, Penn State Law, or the University Libraries review committee*
 - d. *Dean of the College or Chancellor. For immediate tenure reviews at Great Valley and the University College, the campus chancellor and the Vice President for Commonwealth Campuses.*

In making evaluations and recommendations, peer review committees and administrators

should not feel compelled to make judgments about areas for which they have insufficient data.

Time Frame for Reviews

In most cases, University-level review of candidates for immediate tenure are completed in two weeks once the case has been assigned to a university review committee, depending on the sub-committee members' availability. To expedite the review at the University level, it is helpful for the Vice Provost for Faculty Affairs to be alerted to a forthcoming case and to ensure that the dossiers are complete and organized in the order outlined above. Lack of required documentation may delay the process.