



PennState

College of Information
Sciences and Technology

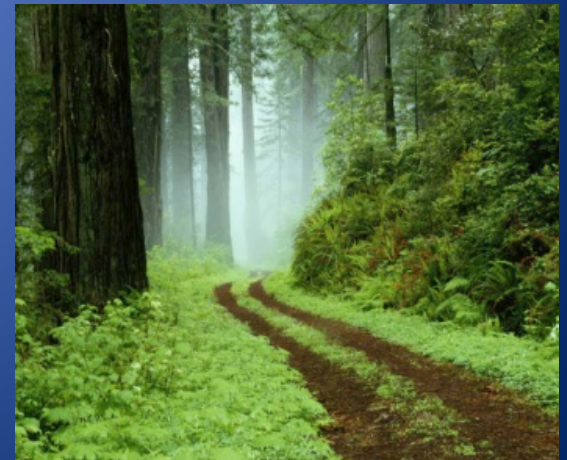
Promotion and Tenure Workshop 2021-2022

January 2021

Overview

The Road to Promotion and Tenure

1. Promotion vs. Tenure (P&T)
2. Confidentiality
3. Levels of Review
4. Contents of a Dossier
5. Dossier Preparation Timeline
6. Dossier Preparation
7. Provisional Tenure Period
8. College of IST P&T Committee



Promotion vs. Tenure

Promotion:

Based on recognized performance and achievement in each of the several areas, as appropriate to the particular responsibilities assigned to the faculty member.

Tenure:

Based on the potential for further achievement in the several areas enumerated above as indicated by performance during the provisional appointment.

The presumption is that a positive tenure decision for an assistant professor is sufficient to warrant promotion to associate professor. In an exceptional case, a decision can be made to tenure but not to promote; however the burden would be on the committee (s) or administrator (s) who wish to separate promotion from a positive tenure decision to show why promotion is not warranted.

Promotion and Tenure

General Criteria

- Scholarship of Teaching and Learning
- Scholarship of Research and Creative Accomplishments
- Service and the Scholarship of Service to the University, Society and the Profession

Confidentiality

Excerpts from Penn State AC23:

. . . members of the Promotion & Tenure Committee participate with the understanding that all matters related to their deliberations remain confidential.

. . . all aspects of the promotion and tenure process are confidential.

Important:

Confidentiality of the promotion and tenure process is to be respected *forever*, not just during that particular year of review.



Multi-Year P&T Timeline

	2 nd Year	3 rd Year	4 th Year	5 th Year	6 th year Full Professor 5 th Year (early)
	Provisional Reviews				
Reason for Review	2 nd Year review	Decision by Dean	4 th Year review	Decision by Dean	6 th year – tenure and promotion Full – promotion 5 th Year – Early tenure
External Letter Writers	No				Requires letters from at least four external sources
Level of Review	Stays within the College (2 levels: P&T Committee and Dean)				College plus University Level
Listings of Work in Progress (publications)	Included in dossier				Not included
Grants Submitted, but not funded	Included in dossier				Not included

The Dossier

P&T Recommendation Form	Admin. Support
Biographical Data Form	Candidate
College Criteria Statement	College
Candidate Signature Page	College
Narrative Statement, 1600 characters	Candidate
Dossier Sections	
Scholarship of Teaching and Learning	Candidate
Scholarship of Research and Creative Accomplishments	Candidate
Service and the Scholarship of Service to the University, Society and the Profession	Candidate
External Letters of Assessment (6 th Year Review and Promotion to Professor)	College
Statement of Evaluation	P&T Committee/Dean

Supplemental Materials

Full SRTE Information and student comments for all years of review: 2 nd -, 4 th -, 6 th -level reviews.	Admin. Support
Current Academic Curriculum Vitae	Candidate

Important:

Unless requested by the University-level review committee during a six-year review, Supplemental Materials stay within the College and are not uploaded into Activity Insight.

The academic CV must include all appointment dates, curriculum development, course innovations, committee work and other service.

Biographical Data Form for Promotion/Tenure Review

IMPORTANT:

- Please complete the form in its entirety. Please include Exact Rank and Title.
- Please complete all fields in Section II: Academic Training including degree dates.
- Please complete all fields in Section III: Academic, Government, Military and Professional Positions including Rank or Title and Dates (from-to).
- Please complete Section IV: Previous Sabbaticals at The Pennsylvania State University (if applicable).

Narrative Statement

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

The purpose of this statement is not so much to call attention to achievements that are listed elsewhere in the dossier as it 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) in 10 point font with existing margins in the Activity Insight University Dossier template, should not exceed 1600 words.
- Please do not adjust margins when using the Activity Insight Dossier template.
- Have a tenured faculty member read your narrative statement. You may receive constructive feedback.

Scholarship of Teaching & Learning

Section A

- **Candidate provides information in all areas on the form with the following exceptions:**
 - Peer Evaluations – Admin. Support provides and manually includes in dossier.
 - SRTE Scores – Auto upload into Activity Insight.
 - Summary of Student Comments – Prepared by Chair of Promotion and Tenure Committee.
 - Summary of Student Comments – Admin. Support manually includes in dossier.
- **Important to have SRTE scores for all classes taught onload and overload.**
- **Timeline for included material:**
 - For tenure consideration (with or without promotion): materials would be from date of employment at PSU in a tenure-eligible position.
 - For promotion consideration, timeline would be from date of last promotion at PSU or most recent five years, whichever is shorter. Candidates may include the last 10 years of information if they wish.

Faculty Research

- Counting grants
- Research
 - Most grants fit here
 - Funds are used primarily to support research activities
 - Focus is on producing research insights, publications, and presentations
- Teaching
 - Some grants fit here
 - Funds are used primarily to address curricular issues, such as course or program development.
 - Typically result in new courses, new approaches within courses, or new degrees
 - May result in some publications and presentations to share results
 - May also result in some research activities/outcomes such as studies that evaluate the effectiveness of the curricular outcomes
- Service
 - Some grants fit here
 - Funds are used primarily to support and advance the college in ways that do not fit under research or teaching
 - A common example would be grants where the funds are used to support scholarships for students, summer camps for K-12 students, events for high school advisors, doctoral consortia for PhD students, or workshops for members of the research community

Scholarship of Research and Creative Accomplishments – Section B

- Candidate provides *all* information for this section.
- The Research Administration Office can provide a summary of information regarding funded projects. (Reminder: gifts from industry or internal to Penn State may not show up on the Research Office list. You will then need to supply that information.)
- Grants and Contract Information is uploaded into Activity Insight quarterly.
- Proposals submitted but not funded should be included in 2nd- and 4th-year dossiers only.
- Manuscripts in progress: Include only in 2nd and 4th-year reviews.
- Timeline for included material:
 - Covers candidate's career.

Service and the Scholarship of Service to the University, Society and the Profession – Section C

- **Candidate provides *all* information.**
- **Timeline for included material.**
 - For tenure consideration (with or without promotion) include material from date of employment at Penn State in a tenure-eligible position.
- **For promotion consideration, include material from date of last promotion at Penn State or most recent five years – whichever is shorter.** Candidates may include the last 10 years of information if they wish.

External Letters of Assessment

- **This section will remain confidential to the candidate *for all time*.**
- **The Dean's Office will oversee the process of obtaining external letters of assessment.**

Note:

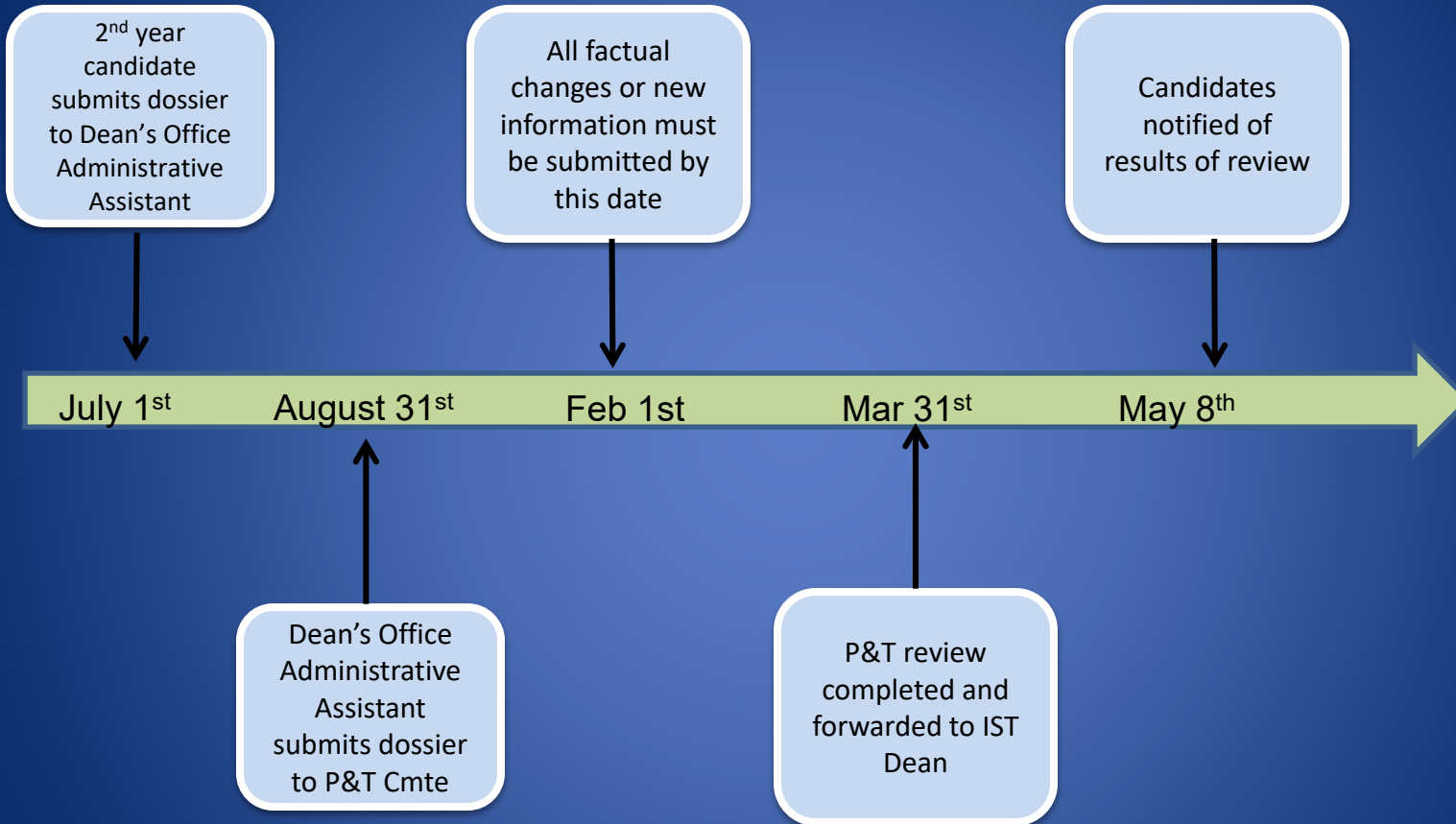
It is NOT appropriate for a candidate to contact potential letter writers either before or after the process—including contacts to “solicit their availability to write a letter.”

Statements of Evaluation of the Candidate by Review Committees and Administrators

- Final section of the dossier. Information in this section is generated by the Promotion and Tenure Committee and by the Dean.

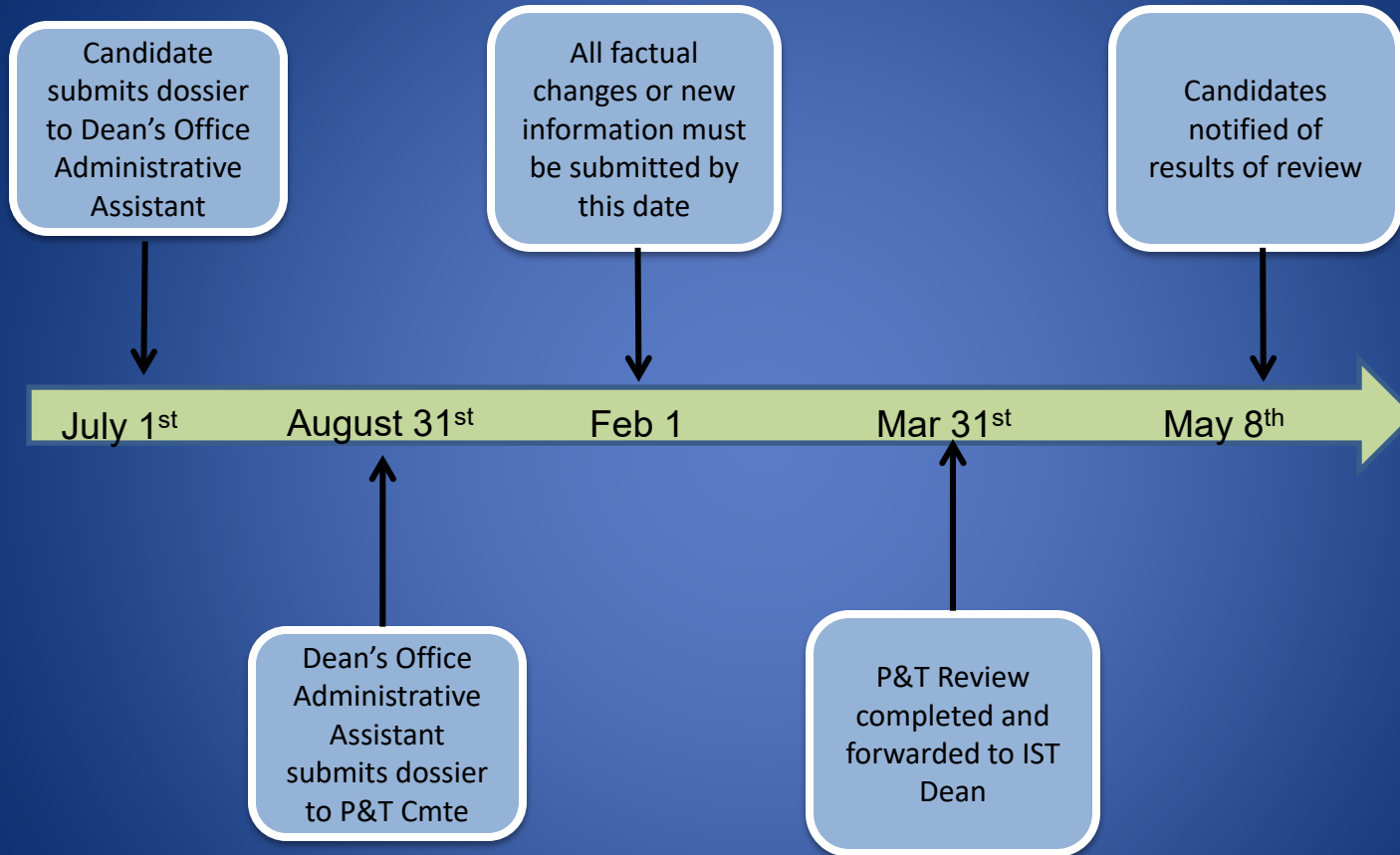
2nd Year Review

*(Please note** dates will vary slightly for the upcoming year.)*



4th Year Review

(Please note that dates will vary slightly for the upcoming year.)



Note: this timeline would also be used for a 3rd and 5th year review

6th Year Promotion and Tenure Promotion to Full Professor 5th Year (early/Out of Sequence) Promotion and Tenure

Candidate submits to the Dean's Administrative Assistant Required Materials

- Academic CV
- Narrative Statement
- 5 best (representative) papers
- Names of 5-6 potential external evaluators

Dossier submitted to Dean's Administrative Assistant (Admin Asst. will review, return for corrections, then forward to P&T Cmte)

All factual changes or new information must be submitted by this date

Candidates notified of results of review

April 1st

May 15th

July 1st

Feb 1st

Feb 1st

Mar 1st

May 8th

Resubmit revised CV/narrative as needed, and publications if desired.

Done in preparation for sending information to external evaluators

Note: having the dossier complete and accurate by the July 1 date alleviates having to re-write with looming deadlines

P&T Committee review completed and provided to IST Dean

College level reviews completed and forwarded to University P&T Cmte

(Please note that dates will vary slightly for the upcoming year.)

Staying of the Provisional Tenure Period

- Upon the written request of a faculty member, the Executive Vice President and Provost may grant a temporary staying of the tenure provisional period, if in his/her judgment, the academic performance of the provisional faculty member would be adversely affected by: the responsibility as primary care giver after the birth or adoption of a child, a serious personal illness, the provision of care for a seriously ill family member, or any similar situation.
- This special exception would be for one academic year for a provisional faculty member seeking tenure, and would normally be granted only once.
- At the end of the stayed year the faculty member would continue on the tenure track.

Formation of the P&T Committee

- Eligible members of the P&T Committee include all tenured faculty members with a majority appointment in IST. The committee has seven tenured faculty members. The faculty elects five members, and the Dean of the College appoints two members.
- Each year the Dean appoints two members of the Committee for a one-year term.
- External committee member: Per University guidelines, if a college does not have at least three faculty members who are eligible to serve on a review committee, faculty in related fields from other academic departments shall be appointed by the Dean. When this happens, the candidate must provide rationale for use of an external committee member. This request must be approved by the Executive Vice President and Provost.
- Note: The candidate who wishes to have an external member on his or her committee needs to provide names of two tenured faculty (at PSU) to the Dean. Of the two names, the Dean will choose one to serve on the committee for that candidate.

Please remember

- Read AC-23 Guidelines (responsibility of the candidate to read material associated with P&T). <https://policyedit.libraries.psu.edu/policies/ac23>
- Follow each section within the dossier.
- Use Activity Insight Digital Measures to populate your dossier. <https://activityinsight.psu.edu/>
- Everything listed is most recent date first (classes taught, articles published, etc.)
- Supplemental material.
- Please note everything must be factual (when in doubt, leave it out).
- Please consult with Karen Brewster for questions.
 - “Faculty candidates under review are discouraged from approaching committee members at any time concerning the disposition of their review and should understand that inquiries of this type are deemed entirely inappropriate.”
- If a section does not apply, don't use it.
- Invite your colleagues to review and comment on your narrative.
- Start early. You will need to allow yourself time to input your data into the Activity Insight data base. Administrative support staff *cannot* enter the data.

Activity Insight

All promotion and tenure dossiers must be created using the Faculty Activity Insight (FAIS) Digital Measures Database.

Training and Frequently Asked Questions:

<https://activityinsight.psu.edu/>

AC-23 Penn State Promotion and Tenure Procedures and Regulations

**Read Penn State Policy AC-23 (formerly HR23)
Promotion and Tenure Procedures and Regulations**

<https://policyedit.libraries.psu.edu/policies/ac23>

Summary

The Road to Promotion and Tenure

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

