Overview
The Road to Promotion and Tenure

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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

<table>
<thead>
<tr>
<th>Reason for Review</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Year</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Year</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Year</th>
<th>5&lt;sup&gt;th&lt;/sup&gt; Year</th>
<th>6&lt;sup&gt;th&lt;/sup&gt; year Full Professor 5&lt;sup&gt;th&lt;/sup&gt; Year (early)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Year review</td>
<td>Decision by Dean</td>
<td>4th Year review</td>
<td>Decision by Dean</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; year – tenure and promotion Full – promotion 5&lt;sup&gt;th&lt;/sup&gt; Year – Early tenure</td>
<td></td>
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<tr>
<td>External Letter Writers</td>
<td>No</td>
<td></td>
<td></td>
<td>Requires letters from at least four external sources</td>
<td></td>
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<tr>
<td>Level of Review</td>
<td>Stays within the College (2 levels: P&amp;T Committee and Dean)</td>
<td></td>
<td></td>
<td>College plus University Level</td>
<td></td>
</tr>
<tr>
<td>Listings of Work in Progress (publications)</td>
<td>Included in dossier</td>
<td></td>
<td></td>
<td>Not included</td>
<td></td>
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</table>
# The Dossier

<table>
<thead>
<tr>
<th>Dossier Sections</th>
<th>Responsible Party</th>
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</thead>
<tbody>
<tr>
<td>P&amp;T Recommendation Form</td>
<td>Admin. Support</td>
</tr>
<tr>
<td>Biographical Data Form</td>
<td>Candidate</td>
</tr>
<tr>
<td>College Criteria Statement</td>
<td>College</td>
</tr>
<tr>
<td>Candidate Signature Page</td>
<td>College</td>
</tr>
<tr>
<td>Narrative Statement</td>
<td>Candidate</td>
</tr>
<tr>
<td><strong>Scholarship of Teaching and Learning</strong></td>
<td>Candidate</td>
</tr>
<tr>
<td><strong>Scholarship of Research and Creative Accomplishments</strong></td>
<td>Candidate</td>
</tr>
<tr>
<td><strong>Service and the Scholarship of Service to the University, Society and the Profession</strong></td>
<td>Candidate</td>
</tr>
<tr>
<td><strong>External Letters of Assessment (6th Year Review and Promotion to Professor)</strong></td>
<td>College</td>
</tr>
<tr>
<td><strong>Statement of Evaluation</strong></td>
<td>P&amp;T Committee/Dean</td>
</tr>
</tbody>
</table>
Supplemental Materials

<table>
<thead>
<tr>
<th>Full SRTE Information and student comments for all years of review: 2\textsuperscript{nd}-, 4\textsuperscript{th}-, 6\textsuperscript{th}-level reviews.</th>
<th>Admin. Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Academic Curriculum Vitae</td>
<td>Candidate</td>
</tr>
</tbody>
</table>

**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 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.
• Please do not adjust margins when using the Activity Insight Dossier template.
• No more than 1600 words.
• Have a tenured faculty member read your narrative statement. You may receive constructive feedback.
Candidate provides information in all areas on the form with the following exceptions:

- Peer Evaluations – Admin. Support provides.
- SRTE Scores – Auto upload into Activity Insight.
- Student Comments – Full listing. Admin. Support provides.

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.
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.
2\textsuperscript{nd} Year Review

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

- **July 1\textsuperscript{st}**: 2\textsuperscript{nd} year candidate submits dossier to Dean’s Office Administrative Assistant
- **August 31\textsuperscript{st}**: All factual changes or new information must be submitted by this date
- **Feb 15\textsuperscript{th}**: Dean’s Office Administrative Assistant submits dossier to P&T Cmte
- **Mar 31\textsuperscript{st}**: P&T review completed and forwarded to IST Dean
- **May 8\textsuperscript{th}**: Candidates notified of results of review
4th Year Review

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

- **July 1st**: Candidate submits dossier to Dean’s Office Administrative Assistant
- **August 31st**: Dean’s Office Administrative Assistant submits dossier to P&T Cmte
- **Feb 15th**: All factual changes or new information must be submitted by this date
- **Mar 31st**: P&T Review completed and forwarded to IST Dean
- **May 8th**: Candidates notified of results of review

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

April 1st - May 15th

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

Feb 15th

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

Jan 2nd - Feb 15th

P&T Committee review completed and provided to IST Dean

Feb 15th - Mar 2nd

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

Mar 2nd - May 8th

Candidates notified of results of review

May 8th

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

(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 five tenured faculty members. The faculty elects four members, and the Dean of the College appoints one member. Two faculty members (one Full Professor and one Associate Professor) are elected each year to serve a two-year term.

- Each year the Dean appoints one member 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.
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.