



College of Information Sciences and Technology Promotion and Tenure Completion of Dossier Guidelines

Activity Insight

Activity Insight (AI) is a software-as-a-service application provided by Digital Measures, used for the reporting of faculty activities. The University dossier for promotion and tenure is generated using AI. AI is jointly supported through efforts of Information Technology Services (ITS), Services and Solutions (SAS), and the Office of Planning and Institutional Assessment (OPIA).

Please see the [AI website](#) for information on training and frequently asked questions.

Compilation of the Dossier in Activity Insight

Please read the summary pages for each section (A, B, and C) prior to completing the section. The summary pages will provide you with the detailed information that is needed for each section.

Narrative Statement

The candidate should include a statement (three-page maximum, 10 point font) that addresses the individual's contributions in the areas 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 the context of their overall goals and agendas.

Scholarship of Teaching and Learning (Section A)

Timeline for Included Material

- For tenure consideration (with or without promotion): Materials would be from date of employment at Penn State in a tenure-eligible position.
- For promotion consideration, timeline would be from date of last promotion at Penn State or most recent five years, whichever is shorter.

Please note:

- It is not imperative to complete every heading in this section.

List of Credit Courses Taught

This information is automatically uploaded from the scheduling office into Activity Insight. Please ensure that all courses are included. Please note that if you teach online, your online courses may not appear in the List of Credit Courses Taught. If you have questions regarding missing courses, please contact your promotion and tenure administrative support person.

Non-Credit Instruction Taught

This information is manually entered and maintained by the individual.

SRTE and Teaching Evaluation

This information is automatically uploaded from the Schreyer Institute for Teaching Excellence. Please ensure that information is accurate. If you have questions regarding this section, please contact your promotion and tenure administrative support person.

Alternate Assessment of Teaching Effectiveness

This information is manually entered and maintained by the individual. Tenure-line and non-tenure line faculty going up for promotion and/or tenure reviews are required to include one alternate assessment of teaching effectiveness for each academic year beginning with 2020-2021.

Academic Advising

This information is manually entered and maintained by the individual.

Course Related Instructional Activities

This information is manually entered and maintained by the individual.

Student Mentorship and Supervision

This information is manually entered and maintained by the individual.

Peer Evaluations

This information is provided by your promotion and tenure administrative support person.

Written Compilation of SRTE Comments

This information is provided by your promotion and tenure administrative support person.

The Scholarship of Research and Creative Accomplishments (Section B)

Timeline for Included Material

- Covers the candidate's career.

Please Note

- Entries *must* include a begin date and an end date.
- It is not imperative to complete every heading listed below.
- Candidate provides *all* information in this section.

Publications

- Manuscripts accepted for publication must be substantiated with a letter of acceptance. Please provide letter of acceptance to your promotion and tenure administrative support person.
- Include % of work for multiple authors, e.g., lead author 70%, co-author 30%.
- Include acceptance rate.
- Include quality metrics, e.g., impact factor.
- Manuscripts submitted for publication: Indicate where submitted and when, indicate if peer reviewed and number of pages of manuscript.
- Order of authors entered into AI should match the order of authors on the manuscript.
- Titles entered into AI should match the title of the manuscript.
- Manuscripts in progress: include only in 2nd- and 4th-year reviews.
Manuscripts in progress should not be included in 6th-year review.

Publications should be listed as follows.

1. Articles published in refereed journals (include only articles in refereed journals in this section).
2. Books.
3. Parts of books.
4. Book reviews.
5. Refereed conference proceedings.
6. Articles published in non-refereed journals.
7. Articles in in-house publications.
8. Research reports to sponsor.
9. Manuscripts accepted for publication (substantiated by letter of acceptance) – Indicate if peer reviewed and number of pages of manuscript.

10. Manuscripts submitted for publication, with an indication of where submitted and when – Indicate if peer reviewed and number of pages of manuscript.
11. Manuscripts in progress (2nd, 3rd, 4th, 5th-year reviews only).
12. Cooperative extension bulletins and circulars.

Report to Sponsor

Papers, Presentations, Seminars, Workshops

- Follow guidelines as noted above for Publications.
- Paper presentations must identify the candidate as presenter, co-presenter, invited participant, etc. Please include acceptance rate for publications and meeting presentations, proceedings.

Outreach – Editorial

Responsibilities Outreach – Peer

Review of Grant Proposals

Outreach – Peer Review of

Manuscripts Consulting/Advising

Contracts, Grants, Fellowships, and Sponsored Research

- This information is automatically uploaded into Activity Insight. Information is updated/added the second Monday of every month.
- If you want to add grant information that is not showing the IST Office of Sponsored Research can assist you gathering this information.
- Gifts from industry or internal to Penn State may not show up on the report that is provided from the IST Office of Sponsored Research.
- Awarded (Fully processed financial award).
- Pending (Submitted proposal that is awaiting funding status from sponsor).
- Not Funded (Notification received from sponsor or principal investigator that proposal was not funded. Not Funded information should appear only in 2nd- and 4th- year dossiers. *Not Funded information should not appear in 6th-year dossiers.*)

Examples of Listing Funding Information

Style: The role of the candidate (PI, co-PI, senior personnel, etc) need to be specified for each grant. The name of the PI also needs to be clearly identified. Title, sponsor, award amount, and award period need to be provided.

Yen, J. (Co-Principal Investigator), Liu, P. (Principal Investigator), "Recognizing Unexplained Behavior in Network Events," Army Research Lab, Federal Agencies, Total Awarded: \$357,224 (funded: October 2015 - October 2017).

Style of subcontract: The role of the candidate (PI, co-PI, senior personnel, core faculty, etc) need to be specified for the subcontract. The name of the PI for the subcontract needs to be clearly identified. Title, sponsor (main contractor), award amount of subcontract, and period of subcontract need to be provided. It may also be desirable to provide the title, sponsor, and PI of the main contractor.

Patent Intellectual Property

Pursuit of Advanced Degree and/or Further

Academic Studies Professional Memberships

New Course or Program Development

New Method of Teaching Established

Course/Program Application of Research

Scholarship

Technology Transferred/Adapted in the Field

Impact in Society of Research Scholarship and Creative Accomplishments/Media

Mentions Proof of Accepted Papers

- Your promotion and tenure administrative support person will insert the information for proof of accepted papers.

The Scholarship of Service to the University, Society, and the Profession (Section C)

Timeline for Included Material:

- For tenure consideration (with or without promotion), please include material from date of employment at Penn State in a tenure-eligible position.
- For promotion consideration, please include material from date of last promotion at Penn State or most recent five years, whichever is shorter.

Please Note:

- Entries *must* include a begin date and an end date.
- It is not imperative to complete every heading listed below.
- Candidate provides *all* information in this section.
- Editorial Services should be included in the Services Section.

Service to the University

- Record of committee work at campus, college, department, and university levels.
- Participation in campus and/or University-wide governance bodies and related activities.
- Record of administrative support work (college representative, faculty mentoring, assessment activities, etc.).
- Record of contributions to the University's programs to enhance equal opportunity and cultural diversity.
- Assistance to student organizations.
- Other.

Service to Society as Representative of the University (limit list to those activities that use the candidate's professional expertise)

- Participation in community affairs.
- Service to governmental agencies at the international, federal, state, or local levels.
- Service to business and industry.
- Service to public and private organizations.
- Service to citizen/client groups.
- Testifying as an expert witness.
- Other (participation in task forces, authorities, meetings, etc., of public, nonprofit, or private organizations).

Service to the Disciplines and to the Profession.

- Organizing conferences, service on conference committees.

Active participation in professional and learned societies (offices held, committee work, and other responsibilities).

External Letters of Assessment (Section D)

Please Note

- This section will remain confidential to the candidate for all time.
- 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.”
- Description of how the letters of assessment were solicited, including a sample letter or request, and a description of the procedure for selecting external evaluators. This will be provided by the administrative support

person.

- List of materials sent to external evaluators (CV, five publications selected by candidate, College Promotion and Tenure guidelines).
- Your promotion and tenure administrative support person will complete this section.

Process of Obtaining Names of External Letter Writers

- Candidate provides the Dean and the Promotion and Tenure administrative support person with six names of letter writers along with university affiliation, title, e-mail address.
- Promotion and Tenure Committee provides the Dean and the Promotion and Tenure administrative support person with six names of letter writers along with university affiliation, title, e-mail address. Promotion and Tenure Committee will meet in May (before summer break) to identify letter writers.
- From the 12 names (provided above by the candidate and the Promotion and Tenure Committee), the Dean will select five names.
- The Promotion and Tenure Administrative support person will then reach out to potential letter writers.
- Once letter writer agrees to write letter, the following information will be shared with the letter writer: Candidate's CV, Candidate's top five publication, letter from the Dean requesting a review and outlining guidelines for review letter.

Statements of Evaluation of the Candidate by Review Committees and Administrators (Section E)

Please Note

- Committee letters and Dean's letters should be included for 2nd, 3rd, 4th, 5th – year reviews.
- For promotion to full professor, no previous Committee or Dean's letters should be included.
- Your promotion and tenure administrative support person will complete this section.

Revised: 04.04.2016

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