

# Promotion and Tenure Workshop 2023-2024

February 2023



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# Overview

## The Road to Promotion and Tenure

1. Confidentially
2. Levels of Review
3. Contents of a Dossier
4. Dossier Preparation Timeline
5. Dossier Preparation
6. Provisional Tenure Period
7. College of IST P&T Committee
8. Area P&T Committee



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# 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



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



# The Dossier

Information	Responsibility
P&T Recommendation Form	Admin. Support
Biographical Data Form	Candidate
College Criteria Statement	College
Candidate Signature Page	College
Narrative Statement	Candidate
<b>Dossier Sections</b>	
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 <sup>th</sup> year review and promotion to professor)	College
Statements of Evaluation	Area and College P&T Committee/Dean



# Supplemental Materials

Information	Responsibility
Full SRTE Information and student comments for all years of review	Admin. Support
Current Academic Curriculum Vitae	Candidate
Top 5 publications: early tenure, 6th year review, and promotion to professor	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).



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# 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 2000 words; this word length will be reduced to 1600 words when there are no candidates pursuing tenure who were in their probationary period in calendar year 2020.
- 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.
- For more information about the Narrative Statement, see the [University's Guidance for Promotion and Tenure Narratives](#)



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# 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.**
  - SRTEs from Spring 2020 are not allowed to be included in the dossier. Only the individual faculty member has access to their Spring, Summer, and Fall 2020 SRTEs. If you would like to include your Fall 2020 SRTEs in your dossier you will need to send the data sheet to the administrative assistant.
- **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 to 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.



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# Alternate Assessment of Teaching Effectiveness

- Beginning Fall 2020, Alternate Assessment of Teaching Effectiveness is required for all faculty.
- There should only be one Alternate Assessment per each academic year. There are four different options for assessment that you can opt to include, but only one is required.
  - Self-Reflection
  - Student Input
  - Analysis of a Course Based on Real-Time Adjustments
  - Comparisons to Previous Year Assessments and Goals, if Applicable

\*\* Please reference the [Guidance on the Assessment of Teaching Effectiveness](#) document created by the Provost of Faculty Affairs office for more detailed information and future updates.

\*\* Alternate Assessment is also required for Faculty Annual Reviews (FARs) one per calendar year. To satisfy both requirements, we suggest completing your Alternate Assessment in Activity Insight the same semester every year (for example, every fall).



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# 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.)
- All publications that have a status of ‘in-press’ or ‘accepted’ need to have documentation to confirm that status.
- Grants and Contract information is updated in Activity Insight the second Monday of every month.
- Proposals submitted but not funded should be included in 2<sup>nd</sup> and 4<sup>th</sup> year dossiers only.
- Manuscripts in progress should be included in 2<sup>nd</sup> and 4<sup>th</sup> year dossiers only.
- Timeline for included material covers candidate’s career.



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## 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) dossier will include material from date of employment at Penn State in a tenure-eligible position.
  - For promotion consideration, dossier will 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.
- The candidate will submit 5-6 names to be a possible external letter writer. You will need to provide the following information
  - Individual name and title,
  - University affiliation along with university address,
  - Brief bio statement,
  - Individuals email address.

\*\*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.” For more information refer to the [Promotion and Tenure FAQs](#) document, question number 58.



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## Statements of Evaluation of the Candidate by Review Committees and Administrators

- Final section of the dossier. Information in this section is generated by the Area Faculty Review Committee, College Promotion and Tenure Committee, and by the Dean.



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# Timeline

- The administrative assistant will review your dossier and let you know if any changes need to be made. All changes should be made no later than the date given in the timeline. If the dossier is submitted on the due date you will have approximately one-to-two weeks to make the requested edits. Consider sending in your dossier before the due date for more time.
- All edits should be made in Activity Insight
- Common revisions typically include:
  - For multiple-authored works the role and percentage of contribution of the candidate should be clearly indicated.
  - All publications that have a status of 'in-press' or 'accepted' need to have documentation to confirm that status. Send that documentation to the Administrative Assistant.
  - Presentations will need a role for each entry.
  - Make sure all entries in the 'Research' section are as consistent as possible. For example, publications should include the information listed below:
    - Multiple authors, contribution type, percentage of contribution, year, title, journal name, page numbers, volume/issue

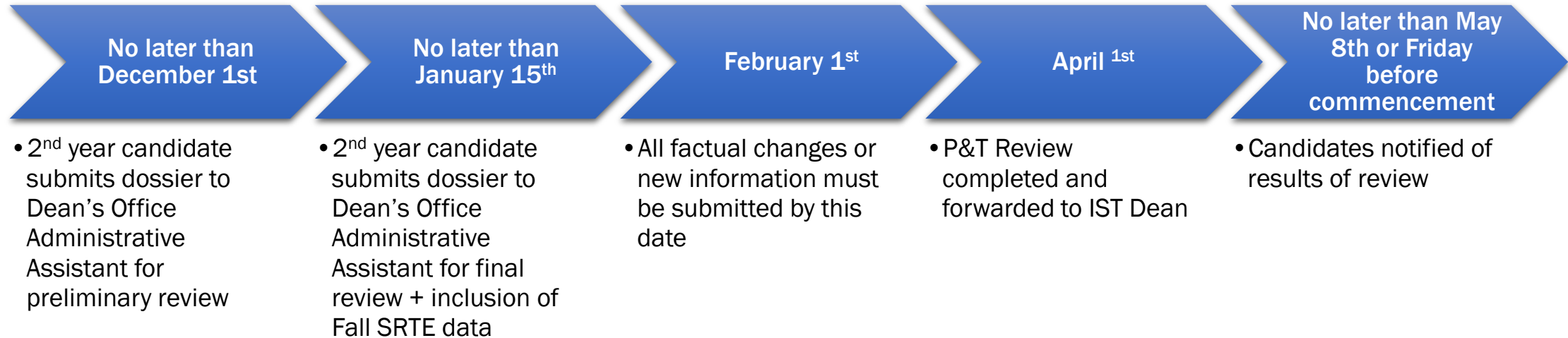


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# 2<sup>nd</sup> Year Review

*(Please note \*\* if the date below falls on a weekend the due date will be on the closest business day.)*



Note: this timeline would also be used for a 3rd year reviews.

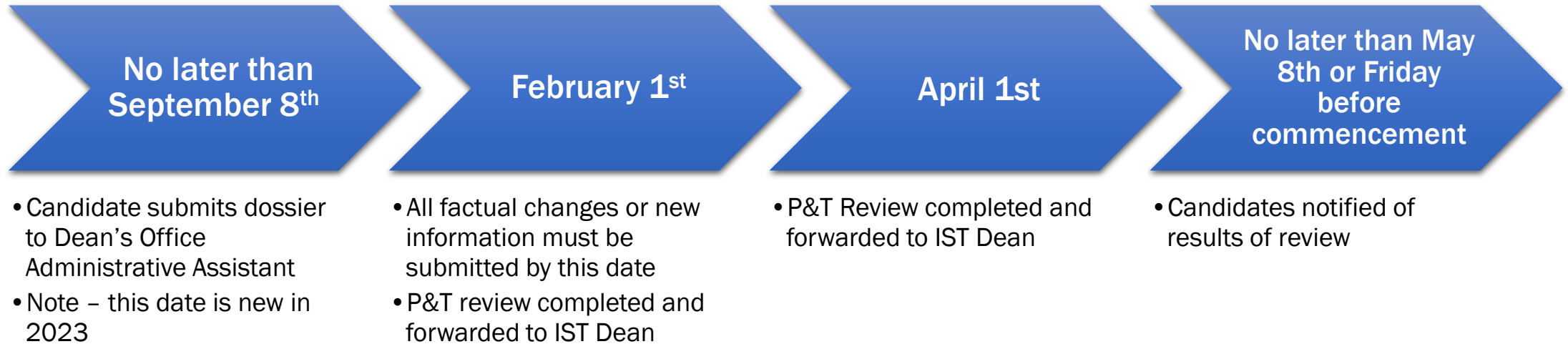


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# 4<sup>th</sup> Year Review

*(Please note\*\* if the date below falls on a weekend the due date will be on the closest business day.)*



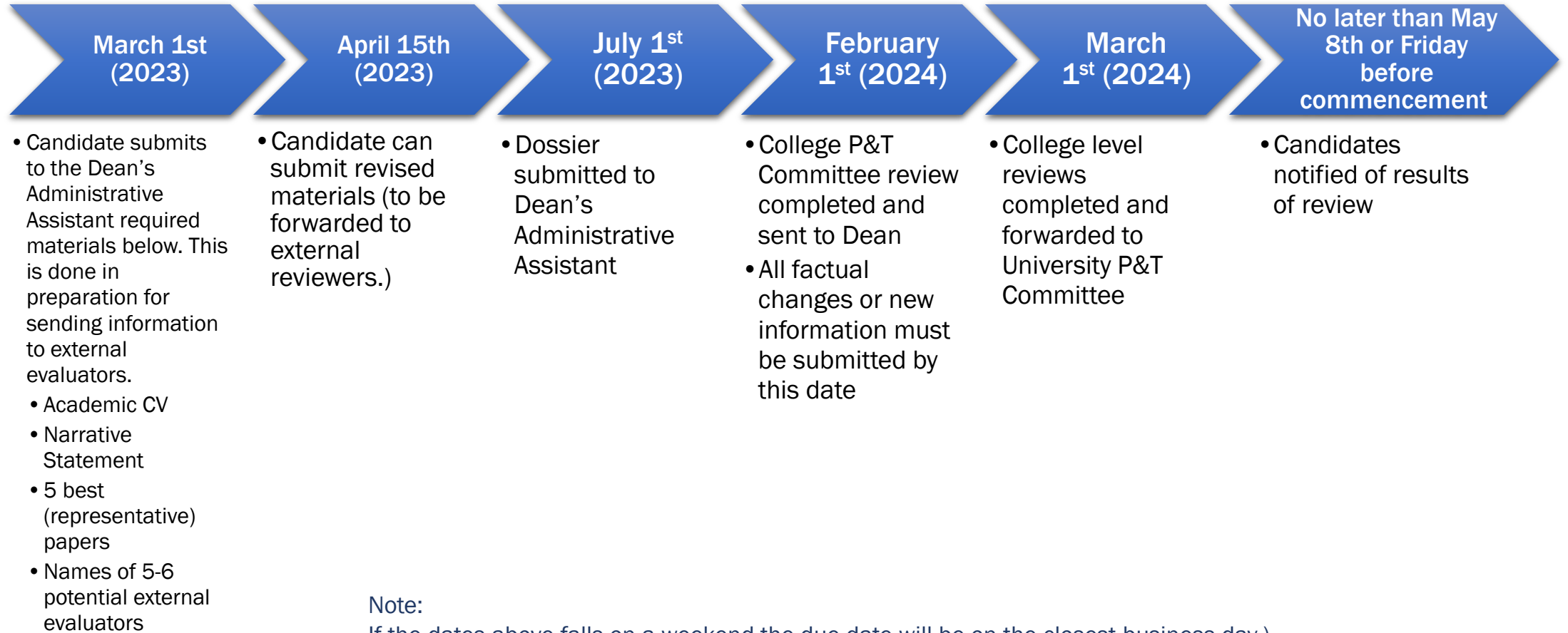
Note: this timeline would also be used for a 5th year review.



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# 6<sup>th</sup> Year Review, Promotion to Professor, 5<sup>th</sup> Year (early/out of sequence)



**Note:**

If the dates above falls on a weekend the due date will be on the closest business day.)

Having the dossier complete and accurate by the July 1<sup>st</sup> date alleviates having to rewrite with looming deadlines.



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# 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 and would normally be granted no more than twice, for a provisional faculty member seeking tenure.
- At the end of the stayed year the faculty member would continue on the tenure track.

\*\* See appendix G of [University Guidelines](#)





# Please remember...

- Read AC-23 Guidelines (responsibility of the candidate to read material associated with P&T). <https://policy.psu.edu/policies/ac23>
- Follow each section within the dossier; ensure consistency and thoroughness within each section
- Use Activity Insight Digital Measures to populate your dossier and to make any requested changes. <https://activityinsight.psu.edu/>
- Everything listed is most recent date first (classes taught, articles published, etc.)
- Please note everything must be factual (when in doubt, leave it out). If a section does not apply don't use it
- Please consult with [Elizabeth Stouffer](#) 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.”
- Invite your colleagues to review and comment on your narrative.
- Start early. You will need to allow yourself time to input your data into Activity Insight. Administrative support staff cannot enter the data.



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# Trainings

- The Office of the Vice Provost for Faculty Affairs will be holding these hour long workshop sessions in February and March 2023.
- The workshop topics are:
  - Preparing for Promotion and Tenure at Penn State for Pre-Tenured Faculty, February 21, 10:00 – 11:00 a.m.
  - Transitioning from Associate to Full in a Tenured Faculty Position, February 8, 11:00 a.m. – 12:00 p.m.
  - Tips for Writing a Narrative Statement, March 16, 2:00 – 3:00 p.m.
- Click on the link below to learn more about the workshop series.
  - <https://vpfa.psu.edu/promotion-and-tenure-workshop-series/>



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# 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/>



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# AC-23 Penn State Promotion and Tenure Procedures and Regulation

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

<https://policy.psu.edu/policies/ac23>



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# Promotion and Tenure Committee Comments

## ❖ *Narrative*

- Articulate the vision, current accomplishments, and your plan in research section of your narrative.
- In the teaching section of your narrative, articulate your contributions to student learning, how you made adjustments/efforts to improve teaching based on student/peer feedback, and curriculum development/enhancement efforts you contributed.

## ❖ *Research*

- Completeness of co-authors in publications.
- Correct publication category of workshop papers (recommended category: Other)
- Clear indication of poster papers (and/or short papers) of referred conferences.
- Clear indication of a workshop affiliated with a conference: in Proceedings of Workshop on XXX, <Conference Name>.

## ❖ *Funding*

- For some, it might be useful to articulate the nature of their research work in relation to research funding.
- Completeness of PI/co-PI in funding/grant. Indicate your role (PI/co-PI/Senior Personnel, etc.)
- For collaborative proposals, list other institutions involved (their amount) and which one is the lead.

## ❖ *Teaching*

- Clearly describe your mentoring activities - graduate / undergraduate, advising roles (sole advisor or co-advisor), and impacts (students accomplishments, jobs, etc)
- Keep records of students' written comments that were emailed to you.



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# Summary

## The Road to Promotion and Tenure

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



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