

**College of Engineering
Promotion and Tenure Workshop
2024-25 Reviews**

September 2024



PennState



Key Resources

- University Faculty Affairs Website <https://facultyaffairs.psu.edu/promotion-and-tenure/>
 - 2024-2025 Administrative Guidelines for AC23
 - 2024-2025 Promotion and Tenure FAQs
 - **2024-2025 Summary of Revisions to Administrative Guidelines and FAQs for AC23**
 - **2024-2025 Recommended Charge to Promotion and Tenure Committees**
 - Guidance for Administrators and Members of P&T Committees for 2024-2025
- COE Faculty Resources Website <https://www.engr.psu.edu/faculty-staff/faculty-resources.aspx>
- Amy Corbett, Faculty Affairs Administrative Coordinator

VPFA Workshops

<https://vpfa.psu.edu/promotion-and-tenure-workshop-series/>

Administrator and Staff Engagement in the Tenure-line and Non-tenure-line Promotion Reviews Process

Date and Time: Wednesday, **September 11, 2024, from 12:00 – 1:30 p.m.**

Target Audience: Academic Unit Heads, Unit Executives, FAAC, and Staff (who support promotion and tenure) – slides and recording have been posted

Committee Chair and Committee Member Engagement in the Tenure-line Promotion Review Process

Date and Time: Tuesday, **September 17, 2024, 3:00 – 4:00 p.m.**

Target Audience: College and Unit Committee Chairs and Committee Members (who will oversee P&T committee work this academic year)

Preparing for Promotion and Tenure at Penn State for Pre-Tenure Faculty

Date and Time: Friday, **September 27, 2024, 10:30 a.m. – 12:00 p.m.**

Target Audience: Pre-tenure tenure-line Faculty

Dossier Quality Matters!

- Allows evaluators to concentrate valuable time on assessing the candidate's record
- Noticed by University committee
- 60+ COE tenure-line faculty scheduled for a review this year -- including approximately 24 fourth-year reviews
 - If the department committee, department head, or staff assistant notices errors or discrepancies in a dossier, please correct it before it leaves the department
- Dossier is a ***shared responsibility*** between the academic unit head and the faculty member AG III.B; FAQ #3
 - Academic unit head takes lead and sets timeline; faculty member assembles materials
 - Academic unit heads must summarize student comments and include in the dossier.
 - Be sure there are checks in place and the checkers are knowledgeable about dossiers
- Avoid repetition! Candidates are not expected to have something to report in every category.
- Every level of review must have access to the same information
 - Additions to dossier due no later than February 1, 2025
 - Must be reconsidered by review levels completed

Narrative Statement

- Narrative statement should be part of a faculty member's career development, not just for P&T – self assessment, annual reviews, mentoring, advising/coaching
- Should focus on what the faculty member wants evaluators to know that may not be reflected in the dossier, providing context for the dossier. Statements regarding their personal life are discouraged.
- Written with both expert and non-technical readers in mind
- Explain the why: goals, intended impacts, progress, next steps
- Fostering equity and inclusion and the Penn State Values
- Succinct narratives are recommended (more likely to be read in entirety); sections can be useful
- See University FA and COE Faculty Resources websites for more details
 - Appendix A of the COE 2022 P&T Guidelines
 - Currently limited to 2000 words to allow for addressing pandemic impacts (usually 1600 words) [Guidance for Promotion and Tenure Narratives \(with regard to COVID impacts\)](#)
 - Tips for Writing a Narrative Statement Recording <https://facultyaffairs.psu.edu/promotion-and-tenure-workshop-series/>

Getting Started for Chairs and Department/School Heads/Directors

- Scan the VPFA website.
- Scan the table of contents of the Administrative Guidelines (AG) to AC23 for sections pertaining to your role.
- Read the sections covering your responsibilities in the AG.
 - Section V. Review Procedures.
 - Follow department, college, and university policies and guidelines. Procedure is critical.
- Don't forget the FAQs (so useful but not policy) and "Revisions" documents
- Faculty on joint appointments (not research institutes) AG V.F (p 20)
- FIVE External letters.
 - No contact between candidate and reviewer. Identities confidential.
 - Sample letters to external evaluators, AG Appendix C (COVID era)
- Consultation in the Review Process AG V.G. (p 21) – no changes to letters of previous level
 - Consultation must occur if disagreeing with previous review, summarize and reflect in subsequent letter
 - May also consult for clarifications, documenting in the letter that consultation happened
- Department/School Committee
 - Don't use alternates for single cases; only for the full year or perhaps a full cohort/semester
 - Head or Director: Read the Recommended Charge to the P&T Committee

Department/School Committee Charge Meeting Details

- [Recommended Charge to Promotion and Tenure Committees](#) can be found on the Faculty Affairs website
- Committee members should be familiar with unit and university P&T documents
- Determine the meeting modality at the first meeting (all virtual or all in-person, no hybrid, BE CONSISTENT)
- Declare conflicts of interest AG V.H.3.e (p 22) – (if recusing, do not view the dossier or be present for discussion)
- **Abstentions are not permitted** (if occur, considered a no vote)
- May only vote if present for discussion
- Maintain confidentiality about deliberations, now and into the future (forever)
- Department/School review to focus on unit criteria: Evaluation of all criteria in light of unit guidelines; review should contextualize the candidate's work from a disciplinary perspective
- Confine review to contents of dossier and work with the relevant administrator to obtain needed information
- Same criteria must be applied to all candidates regardless of the length of the probationary period
- Provide list of anticipated reviews and guidelines to be used for each
- Provide committee deadlines for each cohort

Key Points for Committee Chairs and Members (1 of 2)

- Evaluations based only on content of the dossier (including the letters and allowable supplemental materials)
- Guidelines used for reviews should be stated in the first paragraph of the department committee letter.
- Vote totals should be included in the first paragraph of the letter.
- For split votes on overall recommendation, include majority and minority opinions
- **NO split ratings** should be used at the request of the University Committee and VPFA. Any split ratings will be interpreted as only the lowest. *Very Good to Excellent = Very Good* (rarely can have a minority opinion but a single rating)
- Review the candidate's prior evaluations (e.g., 2nd and 4th year) for consistency of advice
- If appropriate, make recommendation in 4th -year reviews on consideration for early tenure for **exceptional** candidates (department committees and possibly department heads if in agreement; not the college committee)

Key Points for Committee Chairs and Members (2 of 2)

- Stays and Extensions (*years to review should not be considered*) – no reasons to be requested or discussed; if approved, it was appropriately justified
- COVID's impact is ongoing. Read the COVID-specific additions/changes to the guidelines
 - [Guidance for administrators and members of P&T committees](#)
 - [Guidance for Promotion and Tenure Narratives](#)
 - The impact is uneven and can be a source of inequity
 - Dossiers will look different due to COVID impacts
 - Some experienced little impact due to the nature of their research or their personal situation
 - Some temporarily derailed
 - Some permanently detoured
 - Despite setbacks, is the faculty member demonstrating the characteristics of a successful faculty member?
 - Independent of whether they accepted the COVID extension
- Provide feedback on narrative statement (via the Department Head)
- For 4th or earlier reviews using our prior guidelines (hopefully none), provide feedback and advice (out of letter) relevant to the new COE guidelines
- **Confidentiality is forever!**

Key Points for Administrative Staff (1 of 3)

- Dates on letters and Promotion and Tenure form
- Promotion and Tenure Form
 - No longer available in guru – now printed from activity insight.
 - Candidates being reviewed for promotion and tenure require two Promotion and Tenure Forms – one will be checked for tenure, the other for promotion – all other information on the form is identical.
- Narrative Statement word limit (1600 words bumped to 2000 words to allow space for pandemic impacts)
 - Candidates should be as succinct as possible.
 - Word length will be reduced to 1,600 words when there are no candidates pursuing tenure who were in their probationary period in calendar year 2020.
- The Scholarship of Teaching and Learning (Section A)
 - This section should include data while at Penn State only.
 - For candidates seeking Promotion to Full Professor, only data since their last promotion (up to 10 years) should be included.
 - For student supervision, include progress for current advisees (ie: passed qualifying exam on __ ; passed comprehensive exam on __); this helps reviewers see the progression through the program under your supervision.
 - No new alternate assessments should be added to the dossier. Alternate assessments included in prior review dossiers should remain.

Key Points for Administrative Staff (2 of 3)

- The Scholarship of Research and Creative Accomplishments (Section B)
 - This section may contain the entirety of the candidate's career as it applies to research and creative accomplishments.
 - Depending on the type of review, some data should be omitted (ie: manuscripts in progress, unfunded proposals)
- Service and The Scholarship of Service to the University, Society, and The Profession (Section C)
 - This section should contain data from the date of hire at Penn State or from the date the candidate was promoted.
 - Publication Reviews should not go in this section, they belong in Section B (***and absolutely no repetition***)
 - Outreach activities go in Section C when they are mostly service, in Section A when they involve teaching, and in Section B when they result in publication or activity that can be valued in those terms.
- External Letters of Assessment (Section D)
 - Not required for 2nd-, 3rd-, 4th- or 5th-year reviews
 - University requires 4, COE expects/requires 5
 - Log of External Letters is printed from guru <https://guru.psu.edu/forms/promotion-and-tenure-forms#C>
 - External reviewers who have agreed to write a letter **and have received the materials** should be added to the log even if an evaluation letter has not been submitted to the department.
- Statements of Evaluation of the Candidate by Review Committees and Administrators (Section E)
 - For tenure and pre-tenure cases, all previous tenure review evaluations are included.

Key Points for Administrative Staff (3 of 3)

- Dossier Section Divider Pages
 - Divider pages print within the dossier from activity insight.
 - Each section divider page has a bulleted list of what should be included in the section.
 - There are portions of the dossier that you will need to insert manually – refer to divider pages.
 - Divider pages also note what items should be included or omitted depending on what review the candidate is undergoing.
- Resources
 - COE P&T Teams Channel [COE Promotion & Tenure | General | Microsoft Teams](#)
 - Faculty Resources Website <https://www.engr.psu.edu/faculty-staff/faculty-resources.aspx>
 - University Faculty Affairs Website <https://facultyaffairs.psu.edu/promotion-and-tenure/>
 - PTORP https://app.ohr.psu.edu/promotion_tenure/Session/help.cfm
 - Activity Insight <https://activityinsight.psu.edu/faqs/>

COE 2022 Promotion and Tenure Guidelines—Table of Contents (2024 rev)

- I. Impact and the Assessment of Excellence
- II. Peer Review is the Foundation of Assessment
- III. Expectations for Advancement—Promotion and Tenure Criteria
 - A. *Teaching and Learning*
 - B. *Research*
 - C. *Service*
- IV. Early Promotion to Associate Professor with Tenure
- V. Nomination for Promotion to Professor
- VI. Evidence of Excellence Through Impact
 - A. *Teaching and Learning*
 - B. *Research*
 - C. *Service*

Appendix A

The Narrative Statement

Appendix B

Peer Review of Teaching (may be in this year's 2nd-year dossiers)

Appendix C

Penn State Values

Mission of the College of Engineering

Vision for the College of Engineering

Appendix D

Development and Update Process

24-25 REVIEWS	DEFAULT	NOTES
2 nd Year	New Guidelines	Requests for exceptions are allowed for those starting prior to 7/1/22 but, in general, we would advise against the choice—it will be an outlier by the time of their 6 th -year review.
4 th Year	New Guidelines	Requests for exceptions are allowed for those starting prior to 7/1/22 but, in general, we would advise against the choice—it will be an outlier by the time of their 6 th -year review.
Early Tenure	As per 4 th year review	If 4 th year review was conducted under new guidelines, remain with new guidelines. If 4 th year review was conducted under old guidelines, as per the subsequent decision made based on feedback.
6 th Year	New Guidelines Preferred	New guidelines recommended if preferred by the faculty member and sent with the requests for external letters.
Promotion to Full	Free Choice for those tenured and promoted prior to 7/1/22	New guidelines can be used if preferred by the faculty member and sent with the requests for external letters. New Guidelines for those tenured or promoted after 7/1/22.

- Once a faculty member has moved to the new guidelines, they cannot move back to the old guidelines.
- Guidelines used for reviews should be stated in the first paragraph of the department committee letter.
- Last year that old guidelines will be used other than via request for exception.

Questions and Discussion



2024-2025 COE INTERNAL P&T DEADLINES TO BE RECEIVED BY AMY CORBETT	
Tenure-Line Candidate Spreadsheets Department Guidelines Department Committees	Sept 13 (for workload planning; if changes occur, please let us know as soon as possible)
4 th Year	Oct 9 via PTORP
5 th Year	Nov 8 via PTORP <i>(later date possible by request)</i>
6 th Year	Nov 8 via PTORP
Early Tenure	Deadline set after VPFA approval
Promotion to Full	Nov 8 via PTORP
2 nd Year	March 3 via PTORP