



PennState
Faculty Affairs

Welcome!

The session will begin shortly.

Advancement and Promotion for Non-Tenure-Line Faculty

PROMOTION AND TENURE WORKSHOP SERIES

Advancement and Promotion for Non-Tenure-Line Faculty



Promotion and Tenure Workshop Series

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Overview

What is promotion?

Non-Tenure-Line contracts at Penn State

Tracks and ranks/AC21

Covid impacts

How will you be assessed?

Activity Insight

Who will assess you?



What is promotion?

- Promotion seeks to recognize and reward excellence.
- In general, excellence for non-tenure-line faculty is defined in the individual unit (college/campus) guidelines and is dependent upon the faculty member's job responsibilities (teaching, research, clinical).
- Excellence is evaluated in a variety of ways.

Non-Tenure-Line Contracts



TEACHING



RESEARCH



CLINICAL



PROFESSOR OF
PRACTICE

AC21: Two Tracks, Three Ranks*

Non-Terminal Degree	Rank 1: Instructor/ Lecturer	Rank 2: Assistant Professor	Rank 3: Associate Professor	
Terminal Degree		Rank 1: Assistant Professor	Rank 2: Associate Professor	Rank 3: Professor

In specifying ranks and titles available to non-tenure-line faculty AC21 states that assistant, associate, and full professors should possess a terminal degree “or its equivalent.” Units should maintain a list of the degrees that are widely considered to be terminal in the academic fields that fall under the unit’s umbrella. Equivalent experience should not be considered a substitute for a terminal degree.

*from the Non-Tenure-Line Administrative Guidelines

Promotion between ranks



Rank 1

Lecturer/Instructor

Researcher

Clinical Lecturer



Rank 2

Assistant Teaching Professor

Assistant Research Professor

Assistant Clinical Professor



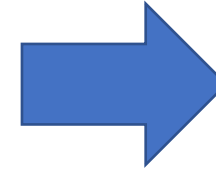
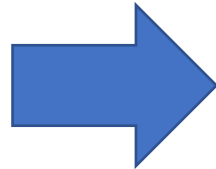
Rank 3

Associate Teaching Professor

Associate Research Professor

Associate Clinical Professor

Non-terminal
Degree



Terminal
Degree

Assistant Teaching Professor

Assistant Research Professor

Assistant Clinical Professor

Associate Teaching Professor

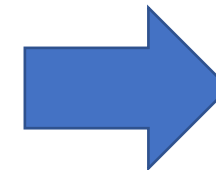
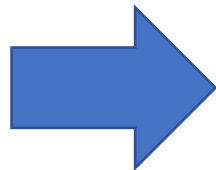
Associate Research Professor

Associate Clinical Professor

Teaching Professor

Research Professor

Clinical Professor



Promotion criteria per AC21: one example

Lecturer/ Instructor

Each college should determine for itself which of the two titles it chooses to use, and then use that title consistently for such appointments.

Assistant Teaching Professor

- demonstrated ability as a teacher and adviser;
- professional growth, scholarship, and/or mastery of subject matter

Associate Teaching Professor

Terminal degree:

- demonstrated ability as a teacher and adviser; evidence of professional growth, scholarship, and/or mastery of subject matter

No terminal degree:

- exceptional ability as a teacher and adviser while in the rank of senior lecturer or instructor;
- evidence of professional growth, scholarship, and/or mastery of subject matter at a level of distinction beyond that of the assistant teaching professor

Teaching Professor

- exceptional ability as a teacher and adviser while in the rank of associate teaching professor;
- professional growth, scholarship, and/or mastery of subject matter at a level of distinction beyond that of the associate teaching professor

Other notes about non-tenure-line faculty

Changing from Non-Terminal Degree Track to Terminal Degree Track:

- When a non-tenure-line faculty member attains a terminal degree, a change in “track” from the non-terminal degree track to the terminal degree track would not be considered a promotion, even if retitling occurs.

Non-Tenure-Line Administrative Guidelines:

- provided to implement the University’s policy on academic ranks, AC21, and specifically non-tenure-line ranks and promotion. The Guidelines supplement but do not alter basic policies set forth in AC21. These Administrative Guidelines are revised periodically to reflect recommendations of faculty committees and administrators for improving the effectiveness and efficiency of the review process.

Where to find information on promotion...

- Website of the Office of the Vice Provost for Faculty Affairs
 - <https://www.vpfa.psu.edu/promotion-and-tenure/>
 - Policy AC 21
 - NTL Administrative Guidelines
- College- or Campus-Specific Guidelines
 - Guidelines
 - Timeline
- Unit Websites
- Department Head/Division Head/School Director/DAA/Mentor

Need help navigating through all of this – ASK!



When to consider going up for promotion ...

After 5 years in the first rank

No specific timeline for promotion to third rank

COVID-19 Impacts on Teaching



- **Inclusion of spring 2020 SRTEs is discouraged; the omission of SRTEs, peer teaching reviews, or alternate assessments of teaching from spring 2020 does not provide any evidence relative to the assessment of teaching effectiveness.**
- For fall 2020, short-form SRTEs may be included in dossiers at the faculty member's discretion.
- One alternate assessment for each academic year.



How will you be assessed?

- Units determine specific criteria in their own guidelines
- Reviews and promotion should be based upon what the individual was hired to do.
 - Some may allow you to include information broadly, such as being on a teaching contract but doing research or service in addition to teaching.
- Conversation with your unit head to determine what you will be evaluated on.

What is the purpose of the dossier?

- The dossier provides an opportunity for the faculty member to showcase their experiences and expertise in the areas of teaching, research/creative accomplishment, and service
- Each unit may have a different version of the dossier due to disciplinary considerations



Narrative Statement

Provide the faculty member with the opportunity to place their work and activities in the context of their overall goals and responsibilities (e.g., what's important to the discipline, how will your goals benefit students).

An opportunity to draw attention to your most prominent accomplishments.

An opportunity to explain anomalies or areas of challenge/growth.

An opportunity to describe the impact of COVID on activities.

Update Activity
Insight regularly

Ask for advice

Check unit
requirements for
content

Proofread carefully

Meet all deadlines

Review and act on
advice in previous
reviews if applicable

Ask if sample dossier
and narrative
statements are
available in your unit

Dossier Tips...



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Activity Insight at Penn State

Did you know...

- Activity Insight (AI) has a support page for all your needs? <https://activityinsight.psu.edu>
- You can reach support Monday-Friday 8:00am-5:00pm by email: AI-Support@psu.edu
- "AI" is customized for each College; however, it falls under one main PSU umbrella.
- You can add a Proxy to help you enter data. The proxy must have a PSU Web Access ID, see our FAQ page for more information.

Activity Insight at Penn State

What does the FAMS Team do for you?

Import credited course data from LionPath into the List of Credit Courses Taught. Data is automatically entered the 4th week of classes and updated at the end of the semester.

Import SRTE data from the Schreyer Institute for Teaching Excellence. Data is entered after Final Grade reporting.

Import Contracts, Grants, Fellowships, Sponsored Research from SIMS. This data is imported bi-weekly on Monday.

Offer classes on Activity Insight, typically the 2nd week of each semester. Contact your college AI representative for a college level training session.

Work with other Institutions and Universities that use the "AI" system to make suggested improvements to the Watermark team.

Who will assess you?

Department/Division/School Committees

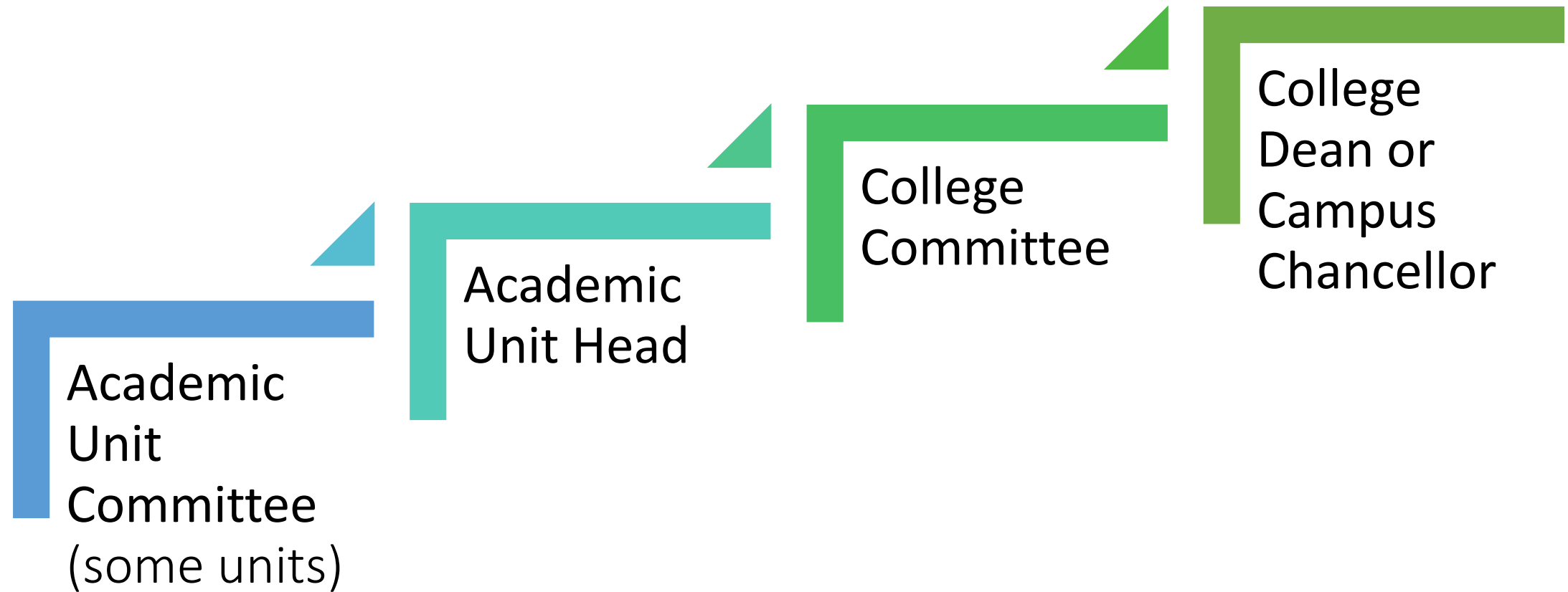
- Not all units have department-level promotion committees.
- AC21 references to unit-level (i.e., college) promotion committees should apply.

Composition

- Faculty serving on promotion committees should be of a higher rank than the faculty whom they are reviewing for promotion.
- Units should determine whether professors of practice may serve on a non-tenure-line promotion committee.

Exceptions

- Requests for exceptions to the composition of unit-level committees must be made to the Office of the Vice Provost for Faculty Affairs.
- Exceptions will be made on an annual basis only and may not be part of a unit's non-tenure-line guidelines.



Pathway of the Dossier



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Thank you!

Questions?

Advancement and Promotion for Non-Tenure-Line Faculty

Join us...

Tips for Writing a Narrative Statement

Thursday, March 24, 2:00 – 3:00 p.m.

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