

Guidance for Promotion and Tenure Narratives

July 1, 2022

This document will be updated periodically. Revisions will be highlighted in yellow and the date updated.

NARRATIVE

As stated in the [2022-2023 Promotion and Tenure Administrative Guidelines](#), “the purpose of the narrative statement is not so much to call attention to achievements that are listed elsewhere in the dossier as it is to afford candidates the opportunity to place their work and activities in the context of their overall goals and agendas.” Penn State tenure-line and non-tenure-line faculty members are encouraged (but not required) to describe how the events of 2020/2021 (e.g., COVID-19 pandemic, societal/racial tensions, political unrest) impacted their work, and the steps they took to manage these impacts, in the narrative that accompanies their dossier for promotion and/or tenure.

Faculty may choose to integrate a discussion of these impacts into the relevant research and creative accomplishments, teaching, service, librarianship, and patient care section of the narrative as appropriate, or describe them in a separate section. Below are examples of the types of impact that may have occurred. The list is not exhaustive and there is no expectation that each or any of the items must be addressed in the narrative. Rather, these examples are provided to be helpful to faculty members as they formulate their narrative.

Faculty are encouraged to work closely with their department/division/school head, chief academic officer, or director of academic affairs to develop their narrative statements. While we encourage candidates to be as succinct as possible, candidate may include narrative statements of up to 2,000 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 2020/21.

Teaching and Advising

- ☐ Transitioning courses to remote or hybrid learning
- ☐ Creating instructional innovations
- ☐ Change in teaching and advising load
- ☐ Encountering challenges with technology
- ☐ Assisting students to adjust to remote instruction
- ☐ Attending seminars/events to enhance transition to remote instruction

- ☐ Leading or developing training to assist others with the transition to remote instruction
- ☐ Increased mentoring of students in need
- ☐ Modifying courses to be inclusive
- ☐ Engaging with advisees in a remote environment
- ☐ Insights regarding how the events of 2020/21 will influence engagement in teaching activities

Research and Creative Accomplishments

- ☐ Change in access to studios, performance spaces, laboratories, or other spaces
- ☐ Funded research opportunities/complexities
- ☐ Transitioning research and creative accomplishments to focus on COVID
- ☐ Encountering disruptions in research and creative accomplishments (e.g., longitudinal studies, human subject data collection, site-based projects)
- ☐ Responding to impacts on research or studio personnel and other staffing issues
- ☐ Encountering travel and field restrictions
- ☐ Canceled presentations, performances, exhibitions, scholar-in-residence appointments
- ☐ Alterations in time devoted to research and creative accomplishments due to increased teaching, service, or pandemic safety responsibilities
- ☐ Book contracts/publications delayed due to reviewer accessibility/press closures/other restrictions
- ☐ Insights regarding how the events of 2020/21 will influence engagement in future research activities and creative accomplishments

Service

- ☐ Contributing to the university, society, and the profession to address the pandemic and/or societal/racial tensions
- ☐ Transitioning service activities to online formats
- ☐ Changes in access to community service sites
- ☐ Disruptions to professional organizations
- ☐ Insights regarding how the pandemic will influence engagement in service

Librarianship

- ☐ Changes to in-person services
- ☐ Changes to the use of physical spaces
- ☐ Managing access to and provisions of materials
- ☐ Adapting to quarantine requirements
- ☐ Leading or developing training workshops to assist others with the transition to remote working
- ☐ Insights regarding how the events of 2020/21 will influence engagement in librarianship

Patient care

- ☐ Additional responsibilities directly related to the care of COVID-19 patients
- ☐ Decreasing patient care workload related to the pandemic (e.g. the cancelation or delay in elective surgical procedures)
- ☐ Increasing need for continuing education to maintain competency in the rapidly changing treatments for COVID-19 patients

- Developing treatments for COVID-19 patients
- Developing measures to prevent SARS-CoV-2 infection in either patients or staff
- Developing competency to provide telemedicine or telehealth visits for outpatients
- Evaluating and managing the impact of the pandemic and other challenges on the mental and physical health of patients not directly infected by SARS-CoV-2
- Increasing clinical work without concomitant generation of RVUs (increased patient call volumes and need for counseling about COVID and vaccines, increased need for reporting of test results, increase need for extra time for donning/doffing PPE in outpatient settings)

CHANGE TO PENN STATE’S 2022-2023 ADMINISTRATIVE GUIDELINES FOR PROMOTION AND TENURE PROCEDURES AND REGULATIONS

The guidance in Penn State’s [2022-2023 Administrative Guidelines for Promotion and Tenure Procedures and Regulations](#) will be modified as follows to include the statement in bold: *The narrative statement indicates a candidate’s sense of their scholarship of teaching and learning; scholarship of research and creative accomplishments; and service and the 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 afford candidates the opportunity to place their work and activities in the context of their overall goals and agendas. We encourage candidates to be as succinct as possible. The narrative statement should not exceed 2,000 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.*