



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

Kathy Bieschke, Ph.D., Vice Provost for Faculty Affairs

Abby Diehl, Ph.D. Assistant Vice Provost for Faculty Affairs

Ann Clements, Ph.D. Assistant Vice Provost for Faculty Affairs – Faculty Development

Overview

What is promotion?

Non-Tenure-Line contracts at Penn State

Tracks and ranks/AC21

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



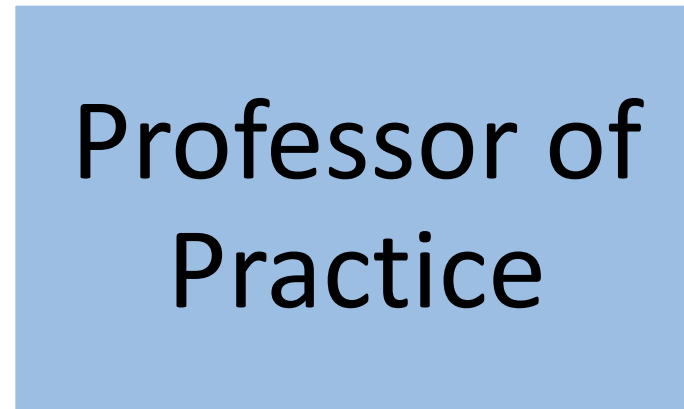
Teaching



Research



Clinical

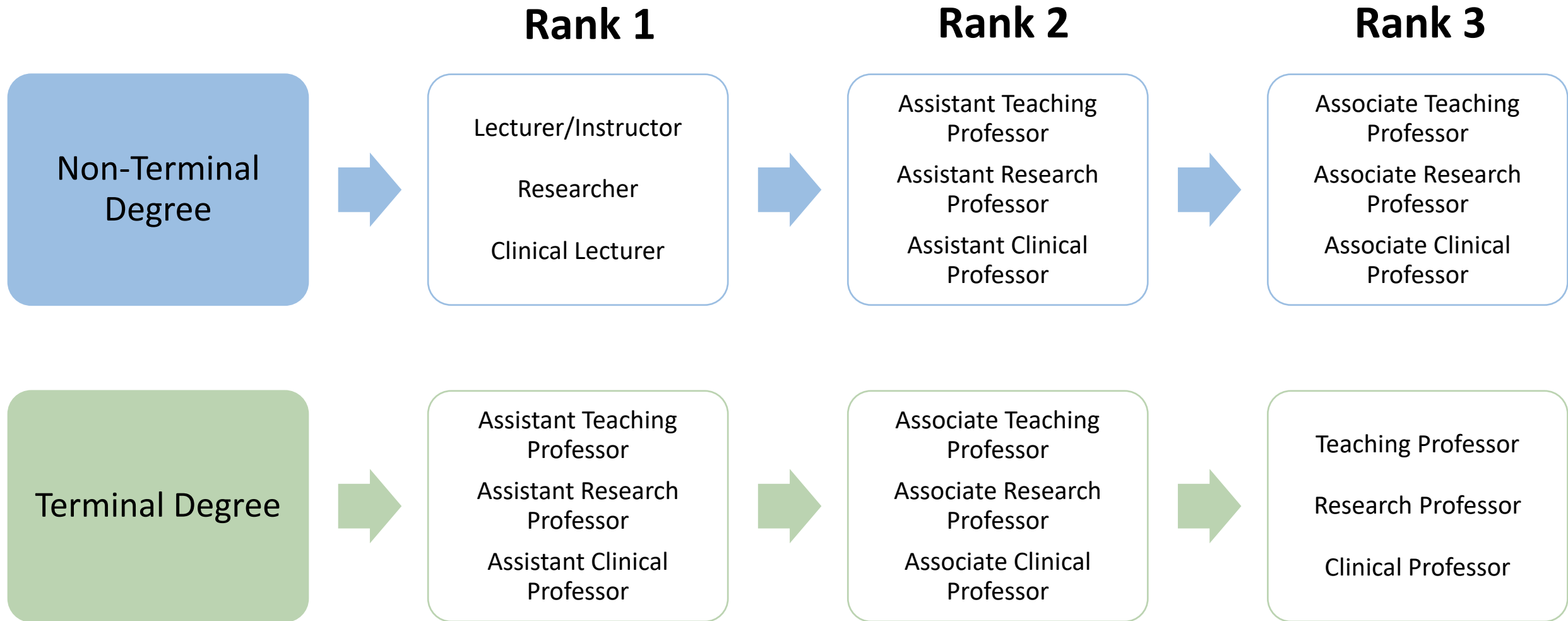


Professor of
Practice

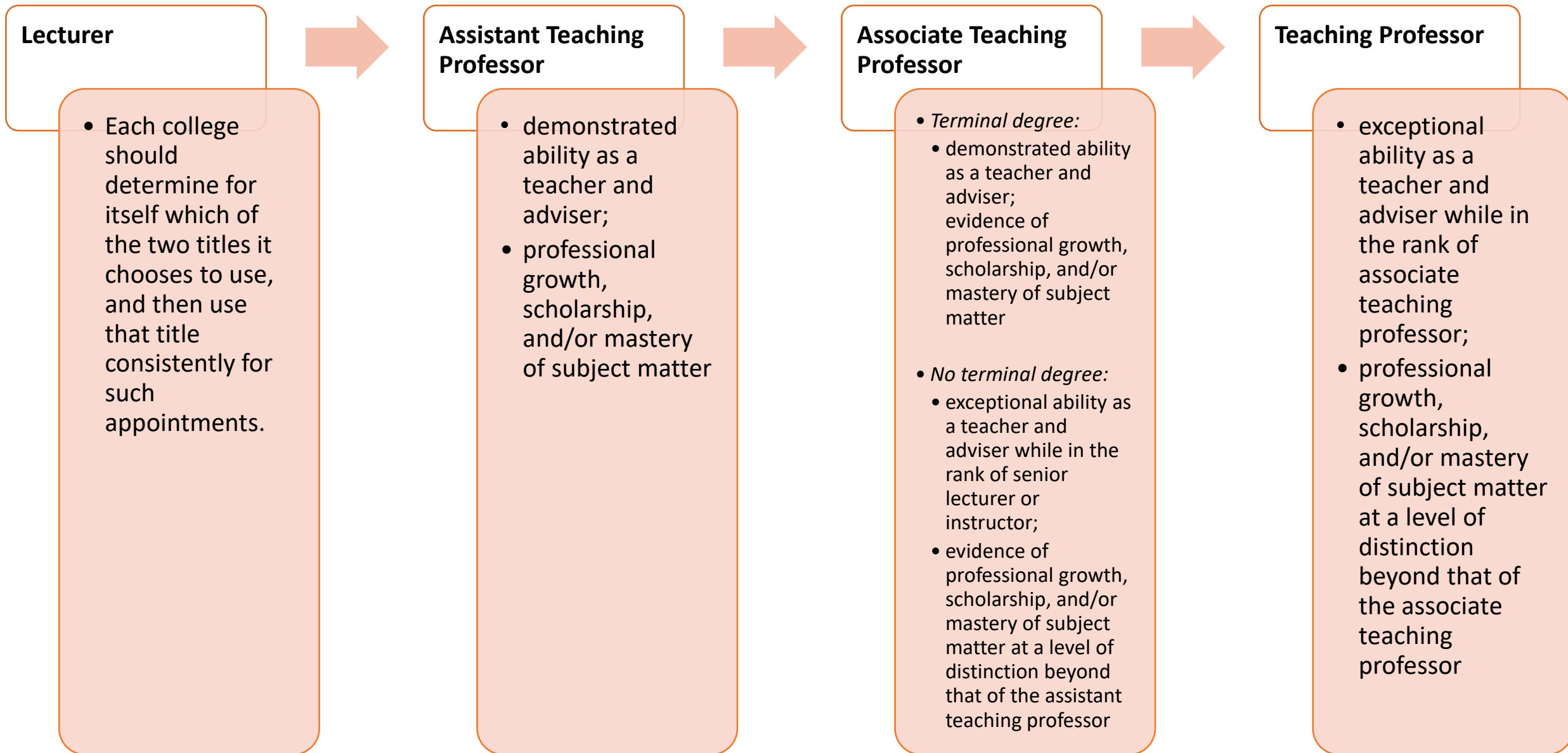
AC21: Two Tracks, Three Ranks

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

Promotion between ranks



AC21 Promotion Criteria: an example



Non-Tenure-Line Guidelines

Unit Guidelines should contain the following:

- How the promotion committee is constituted
- Promotion criteria
- Promotion to the third rank

Non-Tenure-Line Administrative Guidelines...

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

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.

Where to find information about promotion

OVPFA website

College- or campus-specific guidelines

Unit websites

Department Head/Division Head/School Director/
Vice Chancellor for Academic Affairs/Mentor

When to consider going up for promotion

After 5 years in the first rank

No specific timeline for promotion to third rank

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.
- Academic unit heads must draft a position description with input from the faculty member no later than the conclusion of the academic year prior to promotion. Job descriptions are recommended, but not required, for non-tenure-line faculty going up for promotion during Academic Year 2023-24 and are required for promotions occurring in Academic Year 2024-25 and beyond.
- Conversation with your unit head to determine what you will be evaluated on.

A word about assessment

- **Faculty may now select Assessment Activities as a type of service in Activity Insight.**
- **Am I required to participate in program assessment activities?**
 - It is important that all program faculty engage in assessment planning and support assessment in their programs.
 - If program assessment is situated in your course, you are expected to provide any requested information to your program Assessment Leader in a timely
- **What about Gen Ed assessment?**
 - Penn State faculty own the General Education curriculum and its delivery, and its assessment is a requirement of the Faculty Senate and our accreditors. You can elect not to participate, but doing so abdicates that shared responsibility.
 - You will never be asked to submit assessment data for more one General Education class in any given year.
 - Like program assessment, these activities can be noted in the Service section of your dossier.

Assessment of Teaching Effectiveness

- Candidates up for promotion in Spring 2024: There are no changes to the review process. If fall 2023 student feedback results are included in promotion dossiers, then the Fall 2023 SEEQ data will appear just as previous semesters' SRTE data appears in the dossier.
- Alternate Assessment of Teaching Effectiveness:
 - Effective immediately, candidates are not required to include an alternative assessment in their dossier.
 - Units may determine how and whether alternate assessments are included in NTL promotion dossiers. Guidance must be consistent across all faculty going up for promotion. This guidance must be published in the unit's Non-Tenure-Line Promotion Guidelines beginning in 2024-25.

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
- Dossier components differ by unit

Narrative Statement: An Opportunity to...

Place your work and activities in the context of your overall goals and responsibilities (e.g., what's important to the discipline, how will your goals benefit students).

Draw attention to your most prominent accomplishments.

Explain anomalies or areas of challenge/growth.

Describe the impact of COVID on activities.

Dossier Tips



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

Activity Insight

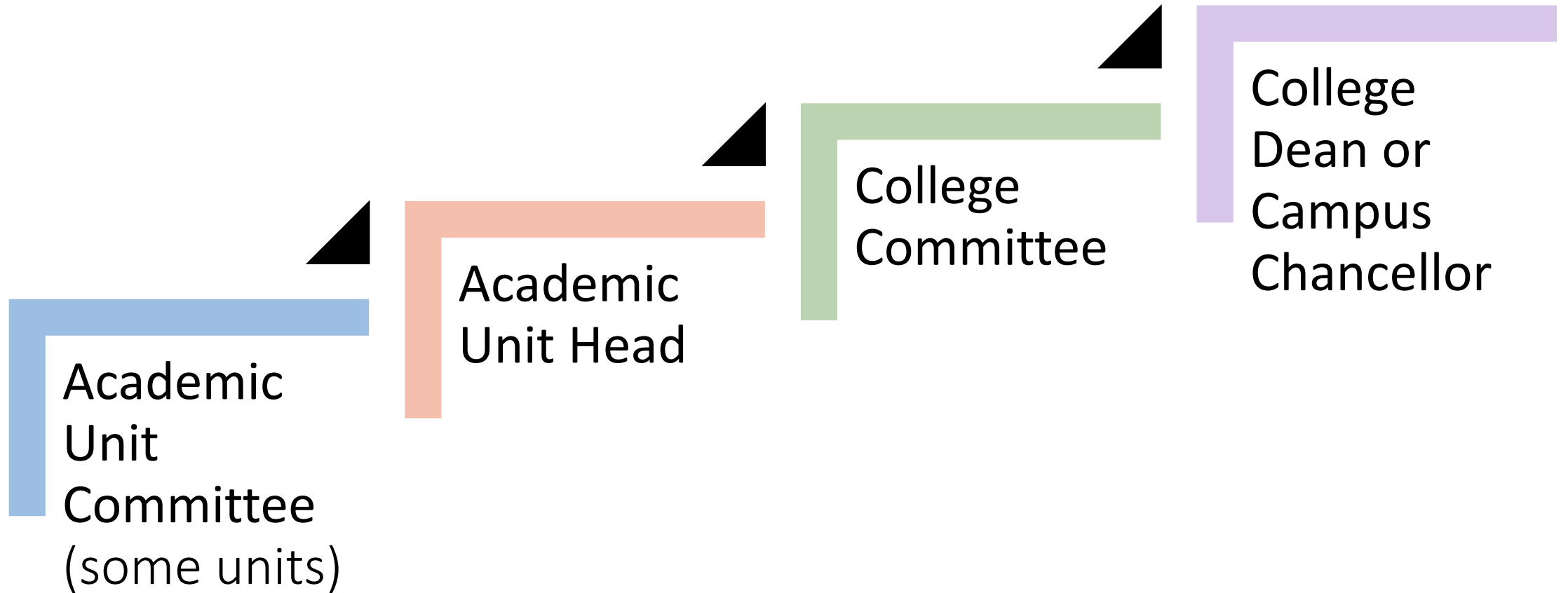
Did you know...

- 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
- You can chat with us on Microsoft Teams, search Activity Insight Support Help.
- "AI" is customized for each College; however, it falls under one main PSU umbrella.
- You can have a Proxy to help you enter data. The proxy must have a PSU Web Access ID, see our FAQ page for more information (bullet 5).

Activity Insight

- **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 around the 5th 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 (see who your representative is on the support page).
 - Work with other Institutions and Universities that use the "AI" system to make suggested improvements to the Watermark team.

Pathway of the Dossier



Who will assess you? Notes about committees

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.

*Questions and
Discussion*

PROMOTION AND TENURE WORKSHOP SERIES