

2023-2024

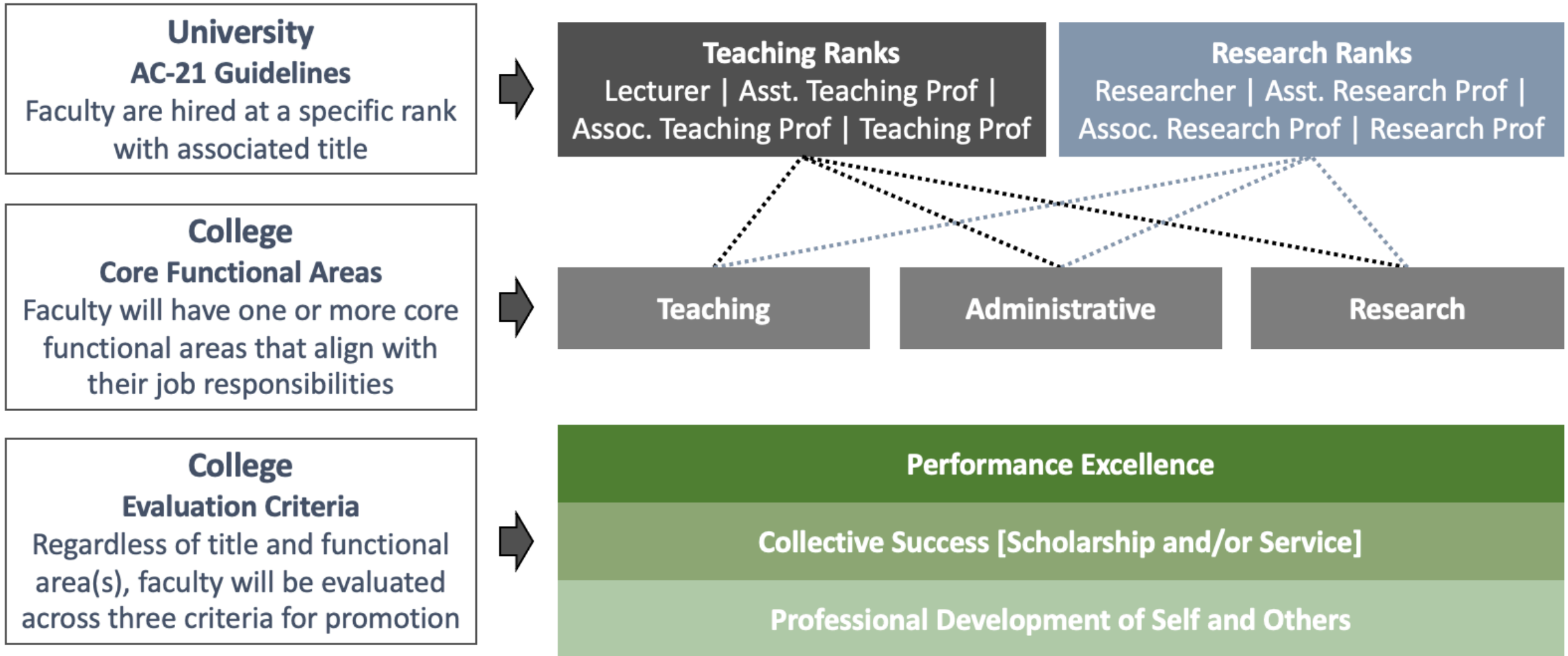
College of Engineering

**PROFESSIONAL TRACK FACULTY
PROMOTION GUIDELINES AND PROCESS**

Key Aspects of the New Guidelines

- New COE Guidelines were approved by VPFA and will be used this year
- New Evaluation Criteria
- First Promotion review occurs during the 6th year of service
 - Promotion effective at the beginning of the 7th year
 - Required as clarification from the university
 - COE guidelines allow for “credit years” at time of hire and early promotion
- One-year pilots
 - Revised first-level review committees
 - Revised narrative statements to include job responsibilities statement
 - Dossiers – Opportunity for inclusion of additional factual information
- Schedule – Focused on Spring; anticipated to start earlier next year

New Criteria At-A-Glance



New Evaluation Criteria—Impact Areas

Promotion candidates will be evaluated based on their primary responsibilities, defined by the core functional areas.

Performance Excellence: Demonstrates excellence in executing and delivering **core job responsibilities**. Performance excellence can be demonstrated by quality and productivity measures — awards, feedback from students/colleagues/administrators, accomplishments, etc.

Collective Success: Collective success looks beyond individual achievement and towards the bigger picture of the collective mission of the university, college, or unit’s strategic goals and is demonstrated as service activities. These activities **go beyond the core duties of the candidate’s role and may include both internal and external activities** that support the discipline or academic community. For example, a teaching faculty member may contribute to the collective success through scholarship or administrative service; a research faculty member may contribute to teaching or administrative service; or an administrative faculty member may contribute to teaching and/or scholarship activities. The definition of ***scholarship*** is expanded to include a more inclusive view of what it means to be a scholar, specifically a “recognition that knowledge is acquired through research, through synthesis, through practice, and through teaching.” (Boyer, 1990).

Professional Development of Self and Others: The constant pursuit of personal and professional growth through self-reflection and strategic scholarship to advance and evolve to meet changing educational and research needs. This mindset also applies towards the support of others’ growth (if applicable to the role) and development through effective performance of job responsibilities.

See Section 3.2 and Appendix B of the Guidelines!

Promotion Committee Structures

Only full-time PT faculty members may serve on the promotion review committees; may only evaluate those moving to their current title or below.

First-Level Review Committees:

- At least three and no more than seven members
- Must be Teaching or Research Professors, Professors-of-Practice or Associate Teaching or Research Professors

College Committee:

- Five members are elected or appointed from a pool of eligible candidates who have a primary budgetary appointment in COE
- At least three members will be Teaching or Research Professors or Professors-of-Practice while the other two members may be Associate Teaching or Research Professors

A: Acoustics, AERO, ESM+CNEU, NUCE+RSE

B: AE, CEE, LTI, ME

C: CSE+EE+EECS, IME, BME, CHE

D: Deans Office, Leonhard Center, SEDI

Promotion Committee Elections & Appointments

Elections will be held in December and perhaps early January; all committees complete by mid-January

First-Level Review Committees:

- Elections managed by ADF in cooperation with departments (this year)
- May incorporate continuing elected members from department committees

College Committee:

- This year, three members are continuing, all full teaching professors or professors-of-practice
- One member will be elected
- One member will be appointed
- *Goal* will be to include one full research professor and one associate professor

A: Acoustics, AERO, ESM+CNEU, NUCE+RSE

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The Narrative Statement – Three Components

1. Description of Job Responsibilities

- Agreed upon in collaboration with the department/program/school head/director
- Updates will become part of the annual review process

2. The Narrative

- Tell your story
- Not a repetition of the information in the dossier
- The impact, the why, the motivation, the goals

3. Mapping to the Criteria

- For example, how have you contributed to collective success?
- May have some redundancy with #2, but should help provide succinct support for reviewers
 - Will be required by the university as part of first-year reviews moving forward
 - Include narrative mapping of the dossier to the new criteria
 - Performance Excellence
 - Contributions to Collective Success
 - Professional Development of Self and Others

Limit of 2000 words in total for the 3 components, but more concise narratives are welcomed.

Dossiers

- Use the current “non-tenure line” dossier format in Activity Insight
- *Optional* Section D
 - Other factual information
 - Will be added outside of Activity Insight this year
 - May include factual accomplishments within job responsibilities that fall outside of the Sections A, B or C



OTHER SUPPORTING EVALUATION ACTIVITIES AND/OR MATERIALS

Activities and/or documents placed in this section are those that do not fall within the definitions of The Scholarship of Teaching and Learning, The Scholarship of Research and Creative Accomplishments, or Service and The Scholarship of Service to the University, Society, and The Profession

Internal/External Assessment Letters

- A minimum of three letters must be included in the dossier.
- Department Head makes the requests for letters of assessment.
 - Internal letters are sufficient but external letters may also be used.
 - The request to an evaluator should ask for a critical assessment of the candidate's achievements (and reputation, if appropriate) within his/her discipline within the context of the candidate's job responsibilities.
 - The candidate's CV and narrative statement, including the job responsibilities, should be provided with the request.
- These letters are not available to the candidate either before or after the review. The identities of the assessment letters should not be shared.

Submission of Materials in PTORP

Packages should be submitted via Section 7 in PTORP including the required internal/external assessment letters.

7 NON-TENURE-LINE PROMOTION		
Non-Tenure-Line Faculty Dossier	Not Viewed	No documents
View Section		

Evaluative letters from first-level committee, department head, and college committee are uploaded to Section E.

E EVALUATIVE STATEMENTS/INTERNAL LETTERS		
PTORP Letters	Not Viewed	No Documents
Secondary Dept/Division/Campus Head Letter	Not Viewed	No documents
Department/Division/Campus Committee Letter	Not Viewed	View Documents
Department Head/Division/Campus Head Letter	Not Viewed	View Documents
College Committee Letter	Not Viewed	View Documents

First-level committee

Department/school head

College committee

Transition Plan

- Faculty may choose to use the old criteria this year if they prefer
 - All other aspects of the new guidelines apply
 - Decision must be submitted by January 8 at latest
 - Department heads supply the appropriate criteria with the request for review letters
- Faculty who were expected to be considered for first promotion this year, in their 5th year
 - Discuss with their department head
 - Department head may request exception on the basis of
 - Credit year could/should have been awarded at the time of hire
 - Exceptional performance justifies consideration for early promotion
- One-year pilots
 - Revised first-level review committees
 - Revised narrative statements to include job responsibilities statement
 - Dossiers – Opportunity for inclusion of additional factual information

Month Occurs	Deadline	Initiator	Event or Process Step
November		Faculty Affairs Admin Coordinator (FAC)	Distributes process for promotion guidelines and timetable to Department Heads
November/ December		Associate Dean for Faculty (ADF) and FAC	Workshops for professional track faculty, their supervisors, and their department heads-- those considering promotion, those supervising someone considering promotion, their department/school heads, and all professional track faculty who may be called upon to serve on promotion committees
December/ January			First-level and College Promotion Committees finalized
December/ January		Department Head	Department Head gathers and reviews recommendations from faculty supervisors
December/ January	Names and Choice of Guidelines to ADF 1/8/2024 (latest)	Department Head	Department Head submits list of Professional Track Faculty promotion candidates to the ADF, copying FAC
December/ January		Department Head	Department Head requests letters of assessment to be included in dossier
January		ADF and FAC	Additional training/workshop/office hours for affected department heads and promotion committee members
January		ADF and FAC	Additional training/workshop/office hours for promotion candidates
February	02/05/2024	Faculty member + DH	Professional Track faculty member completes dossier using Activity Insight (AI) (will be uploaded by department into PTORP system for committee review)
February	2/26/2024	First-Level Review Committee	First-Level Committee completes review and submits written recommendation to Department Head
March	Due to College Committee: 03/13/2024	Department Head	Department Head completes review and submits written recommendation to FAC for College Professional Track Faculty Promotion Review Committee
April	4/17/2024	College Review Committee	College Professional Track Faculty Review Committee completes review and submits written recommendation to the ADF, copying FAC, for Dean review
May	~ 05/06/2024	Dean	Dean notifies candidates of promotion decision

Support and Feedback

- Questions
 - Link to form (*preferred*) [Professional Track Promotion Questions](#)
 - Email Amy Corbett auh243@psu.edu or Shelley Stoffels sms26@psu.edu
- Work Sessions
 - Office Hours for Dossier Support (December-January)
 - Workshop for Committee Chairs and Members (January)
 - Make an individual appointment [Book time with Stoffels, Shelley Marie](#)
- Process Feedback
 - Please submit as ideas or suggestions for the future arise
 - May submit as often as you want
 - Link to form [Professional Track Promotion Feedback](#)