Key Resources

• Vice Provost for Faculty Affairs website
  – vpfa.psu.edu/promotion-and-tenure/
    • 2021-2022 Administrative Guidelines to AC23
    • 2021-2022 Summary of Revisions to Administrative Guidelines to AC23
    • 2021-2022 Recommended Charge to Promotion and Tenure Committees

• 2019 Promotion and Tenure Workshop Presentation (and MediaSite video recording)

• Guidance for Promotion and Tenure Narratives for 2021-2022
• Guidance for Administrators and Members of P&T Committees for 2021-2022
• Guidance on the Assessment of Teaching Effectiveness for Calendar Years 2020 and 2021

• 2021-2022 Promotion and Tenure FAQs

• COE Faculty resources Website
  – www.engr.psu.edu/hr-office/faculty-resources.aspx

• Sara Hackett, COE Human Resources Consultant
VPFA Annual P&T Workshop

September 23 (Thursday)
10:00-11:30

Join from PC, Mac, Linux, iOS or Android:
https://psu.zoom.us/j/95990555966?pwd=VnFPL3pLVWR2ME9vbTdpbUZkSWFrQT09
   Password: 308760

Or Telephone:
   Dial:
   +1 312 626 6799 (US Toll)
   Meeting ID: 959 9055 5966
   Password: 308760
Dossier Quality Matters

• Allows evaluators to concentrate valuable time on assessing the candidate’s record
• Noticed by University Committee
• 70+ COE faculty up for some type of review this year
  – If the department committee, department head, or staff assistant notices errors or discrepancies in a dossier, please correct it before it leaves the department
• Department Head is responsible for preparing dossier AG III.B (p 7)
  – be sure there are checks in place and the checkers are knowledgeable about dossiers
What Evaluators/Chairs/Heads Should Know

• Scan the VPFA website and the 2019 workshop slides
• Scan the Table of Contents of Administrative Guidelines (AG) to AC23 for sections that pertain to your role
• Read the sections covering your responsibilities in AG
  – Section V. Review Procedures
    • Do we have policy and guidelines?
    • Did we follow them?
  – Process of Review AG V.E. (p 20)
• Read the Recommended Charge to the P&T Committee
  – Decide up front if meetings are to be in-person or virtual, and then stick with it for a given cohort
  – Conflicts of Interest AG V.H.e. (p 23)
    • Use of Alternates
  – Consultation in the Review Process AG V.G. (p 21)
    • When is it required
    • Document that it happened
• Confidentiality
• Evaluation based only on content of dossier
• For split votes, include majority and minority opinions
What Evaluators/Chairs/Heads Should Know

- Read the COVID-specific additions/changes to the guidelines
  - The impact is uneven and can be a source of inequity
  - Dossiers will look different because of COVID
    - Some experienced little impact due to the nature of their research or their personal situation
    - Some temporarily derailed
    - Some permanently derailed
  - Despite setbacks, is the faculty member demonstrating the characteristics of a successful faculty member?
  - Likely to see more external evaluators decline invitations this year

- Stays and Extensions
- Faculty on joint appointments (not research institutes) AG V.F (p 20)

- Provide feedback in narrative statement
- 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
What Staff Should Know

• Dates on letters and P&T forms
• Narrative Statement word limit
• How many external letters?
  – University requires 4
  – COE prefers 5
Questions and Discussion