

College of Engineering Promotion and Tenure Workshop

September 2021

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