

## **Promotion and Tenure - Candidate's Narrative Statement**

### **Statement Preparation**

The Candidate's Narrative Statement will be prepared in Activity Insight (AI). The statement is part of the University Dossier report in AI and should focus on clarifying and highlighting the primary area(s) of concentration and contribution by the candidate to aid the College and University Committees in their review of the dossier.

### **Focus of Statement**

The narrative statement is a critical part of a candidate for promotion's dossier.

The narrative statement is an opportunity for candidates to explain what is not in the dossier that they want evaluators to know about their scholarship. What are their career goals and how are they advancing towards achieving their goals? What do they want the impacts of their teaching, research, and service to be ... and why? What is their plan for achieving these impacts, what is their progress along this plan, what have their successes been so far, and what metrics do they use, and recommend others use, to assess the impact? A discussion of not only accomplishments and their impact, but also of the candidate's trajectory, is encouraged. A candidate might also describe accomplishments of which they are most proud, or which best represent their impactful contributions. Candidates might also consider addressing how they foster the Penn State values through their teaching, research, and service. Narrative statements that repeat numerical summaries of the content of the dossier are strongly discouraged.

A primary audience for the narrative statement is evaluators at the college and university levels who almost certainly will not have backgrounds in the faculty member's area of specialization. Therefore, highly technical descriptions of research are not particularly effective. It is important for a candidate to explain the "why" behind their research - why are they pursuing it and, if are successful, how will the outcomes benefit people and society?

A section on teaching might explain a candidate's approach to teaching, what they have learned through their experience that has made them better teachers and what their plans for future development as a teacher. They might consider addressing their approach to student advising and mentoring.

In a section on service, rather than recounting all the committees a candidate has served on, they may wish instead to provide a few examples of where they believe that they been particularly effective or influential in service. They should also highlight leadership roles. It is recognized that many service activities are assigned. However, others are voluntary. Faculty members might explain what they wish to achieve through these voluntary activities.

### **Guidelines for Statement Preparation**

The format of the Narrative Statement should:

- Be a brief statement explaining areas of emphasis and major contributions
- Be written in the first person and for those outside the discipline
- May not exceed 1600 words in length\* (see note at bottom of this document)

**Please refer to the link below for guidance:**

<https://www.vpfa.psu.edu/promotion-and-tenure/>

\*Per recent guidance from the Office of the Vice Provost for Faculty Affairs, found at: <https://>

[www.vpfa.psu.edu/files/2021/05/GUIDANCE-ON-PROMOTION-AND-TENURE-NARRATIVES-UPDATED-FINAL-4.12.21.pdf](https://www.vpfa.psu.edu/files/2021/05/GUIDANCE-ON-PROMOTION-AND-TENURE-NARRATIVES-UPDATED-FINAL-4.12.21.pdf)

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.

Please see the link above for full guidance from the Office of the Vice Provost for Faculty Affairs for Narrative statements.