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

In the College of Engineering, a single narrative statement written by the candidate is required. The narrative statement is an opportunity to explain what a Candidate wants reviewers to know about their overall scholarship that may not be reflected in the dossier. The narrative can show the planned impacts of teaching, research, and service, and how they plan to achieve the desired impacts, along with progress made on this plan. The progress should include metrics used to measure success, give examples of successes to date, and recommend others use the metrics when assessing impact. In regard to research, the narrative should give insight as to why are they conducting their research. What ultimate impact do they expect to achieve with this research and how will it benefit people and society? Candidates should also consider reflecting on what they have learned through their experience that has made them a better teacher and highlight their approach to student advising. They might also consider addressing how they overall foster Penn State values.

Process for Statement Review Prior to Finalization

The Department Head has responsibility to review the candidate’s narrative statement and ensure that it is not subjective or evaluative. The candidate may be asked to make revisions as part of this review.

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
- Usually one to two pages, but no more than three and may not exceed 1600 words in length* (see note at bottom of this document)

The content of the Narrative Statement should:

- Explain how the candidate’s work and activities fit in the context of their overall goals and agendas (not call attention to achievements already listed in the dossier).
- Be factual and objective, not subjective or evaluative.
- Avoid use of:
  - Unnecessary technical jargon, technical acronyms or other phrases that reviewers outside the discipline would not understand.
  - Qualitative phrases, adjectives, and adverbs to describe a candidate's work and contributions – see examples to avoid below:

  Examples to Avoid: "strong record,,” "particular effective,” "well-funded,” "has strengths in...,” "was successful in ...,” "tremendous effort,” "developed an excellent reputation,” "teaching evaluations have improved,” "received favorable recognition,” "is one of the pioneers in the area,” "performed original and voluminous work,” "work was well-received,” "... greatly enjoys interacting with students,” "he has established visibility in ...,” "she has strengthened the curriculum by ...,” "has demonstrated abilities in ...,” "constantly strives to show the students ...,,” "students find (the faculty member) knowledgeable and
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

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.