

College of Engineering Promotion and Tenure Workshop

September 2022



PennState

Key Resources

- Vice Provost for Faculty Affairs Website <https://vpfa.psu.edu/promotion-and-tenure/>
 - 2022-2023 Administrative Guidelines to AC 23
 - 2022-2023 Promotion and Tenure FAQs
 - **2022-2023 Summary of Revisions to Administrative Guidelines and FAQs for AC23**
 - **2022-2023 Recommended Charge to Promotion and Tenure Committees**
 - 2021 Promotion and Tenure Workshop Slides and Recording (at bottom of page)
 - Guidance for Promotion and Tenure Narratives for 2022-2023
 - Guidance for Administrators and Members of P&T Committees for 2022-2023
 - **Guidance on the Assessment of Teaching Effectiveness 2023**
- COE Faculty Resources Website <https://www.engr.psu.edu/faculty-staff/faculty-resources.aspx>
- Sara Hackett, COE Human Resources Consultant

Upcoming VPFA Workshops

Administrator and Staff Engagement in the Tenure-line and Non-tenure-line Promotion Reviews Process (New this year!)

Date and Time: Thursday, [September 15, 2022, from 10:00 – 11:30 a.m.](#)

Target Audience: Academic Unit Heads, Unit Executives, FAAC, and Staff (who support promotion and tenure)

Committee Chair and Committee Member Engagement in the Tenure-line Promotion Review Process (New this year!)

Date and Time: Monday, [September 19, 2022, 3:00 – 4:00 p.m.](#)

Target Audience: College and Unit Committee Chairs and Committee Members (who will oversee P&T committee work this academic year)

Promoting Faculty Success through Tenure and Promotion at Penn State

Date and Time: Thursday, September 29, 2022, 10:00 – 11:30 a.m.

Target Audience: Tenure-line Faculty, Academic Unit Heads, Unit Executives, and Staff (who support promotion and tenure)

Dossier Quality Matters

- Allows evaluators to concentrate valuable time on assessing the candidate's record
- Noticed by University committee
- 60+ COE tenure-line faculty scheduled for a 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

Key Points for Committee Members, Chairs and Department Heads

- Scan the VPFA website and the 2021 workshop slides
- Scan the table of contents of the Administrative Guidelines (AG) to AC23 for sections that pertain to your role
- Read the sections covering your responsibilities in the AG
 - Section V. Review Procedures
 - Do we have policy and guidelines?
 - Did we follow them? Procedure is critical.
- Read the Recommended Charge to the P&T Committee
 - Decide if meetings will be in-person or virtual (no hybrid!)—intended for academic year but absolute for each cohort
 - Conflicts of Interest AG V.H.E. (p 23)
 - Don't use alternates for single cases
 - Consultation in the Review Process AG V.G. (p 21)
 - When is it required
 - Document that it happened in the letter
- Confidentiality
- Evaluations based only on content of the dossier
- For split votes, include majority and minority opinions

Key Points for Committee Members, Chairs and Department Heads

- Read the COVID-specific additions/changes to the guidelines
 - The impact is uneven and can be a source of inequity
 - Dossiers will look different due to COVID impacts
 - Some experienced little impact due to the nature of their research or their personal situation
 - Some temporarily derailed
 - Some permanently detoured
 - Despite setbacks, is the faculty member demonstrating the characteristics of a successful faculty member?
- Stays and Extensions
- Faculty on joint appointments (not research institutes) AG V.F (p 20)
- Provide feedback on narrative statement
- Review the candidate's prior evaluations (e.g., 2nd and 4th year) for consistency of advice
- For 4th or earlier reviews using our prior guidelines, provide feedback and advice (out of letter) relevant to the new COE guidelines
- If appropriate, make recommendation in 4th-year reviews on consideration for early tenure

Key Points for Administrative Staff

- Dates on letters and P&T forms
- Narrative Statement word limit
- Number of external letters
 - University requires 4
 - COE prefers 5
- SRTEs and alternate assessment
 - Per VPFA: alternate assessments will continue with 1 added per academic year until there is no one left on the tenure track from 2020

Narrative Statement

- Narrative statement should be part of a faculty member's career development, not just for P&T
 - Self-assessment, annual reviews, mentoring, advising/coaching
- Should focus on what the faculty member wants evaluators to know that may not be reflected in the dossier
- Written with non-expert evaluators in mind
- Explain the “why”
- Goals, intended impacts, progress, next steps
- Fostering equity and inclusion and the Penn State Values
- See VPFA and COE Faculty Resources websites for more details
 - VPFA workshop on writing narrative statements from last spring—recording available

COE New Promotion and Tenure Guidelines—Table of Contents

- I. Impact and the Assessment of Excellence
 - II. Peer Review is the Foundation of Assessment
 - III. Expectations for Advancement—Promotion and Tenure Criteria
 - A. *Teaching and Learning*
 - B. *Research*
 - C. *Service*
 - IV. Early Promotion to Associate Professor with Tenure
 - V. Nomination for Promotion to Professor
 - VI. Evidence of Excellence Through Impact
 - A. *Teaching and Learning*
 - B. *Research*
 - C. *Service*
- Appendix A
The Narrative Statement
- Appendix B
Penn State Values
Mission of the College of Engineering
Vision for the College of Engineering
- Appendix C
Development Process

22-23 REVIEWS	DEFAULT	NOTES
2 nd Year	New Guidelines	Requests for exceptions are allowed for those starting prior to 7/1/22 but, in general, we would advise against the choice—it will be the exception by the time of their 6 th -year review.
3 rd Year	Free Choice	Feedback from department committee if under old guidelines Decision for subsequent reviews by May 1
4 th Year	Free Choice	Should receive feedback from department committee if under old guidelines Decision for subsequent reviews by May 1
5 th Year	Free Choice	Package will include 4 th year reviews and feedback that were based on the old guidelines. Should receive feedback from department committee if under old guidelines Decision for subsequent reviews by May 1
6 th Year and Early Tenure	Old Guidelines	New guidelines can be used if preferred by the faculty member and sent with the requests for external letters.
Promotion to Full	Old Guidelines	New guidelines can be used if preferred by the faculty member and sent with the requests for external letters.

Questions and Discussion

