UNIVERSITY COLLEGE

GUIDELINES FOR THE PROMOTION OF FULL-TIME,
NON-TENURE SYSTEM FACULTY

Purpose

The purpose of these guidelines is to provide a process for promotion to recognize the cumulative exceptional accomplishments and contributions of regular full-time faculty members who are not in the tenure system. This promotion is based on consistently demonstrated outstanding merit in teaching and related activities and service.

Eligibility

The faculty members covered by these University College guidelines are regular full-time faculty members not in the university’s tenure system who are subject to the review and evaluation procedures of University College.

Regular full-time faculty members not in the tenure system in University College who are excluded from University College procedures are faculty subject to the review and evaluation procedures of administrative units outside University College. Recommendations for promotion may be made by University College campus administrators to the head of an administrative unit outside the college. However, the final decision about a promotion will be made according to the guidelines of these outside units.

Criteria for Promotion

In all cases the following criteria will apply:

1. The performance of the candidate must consistently demonstrate, as appropriate within his/her professional assignment:

   A. **Excellence in classroom instruction**: The candidate must be among the best campus faculty members teaching credit courses as measured by consistently high SRTEs, peer evaluations, and other documentation.

   B. **Excellence in activities related to teaching**: This includes other activities focused on helping students successfully achieve appropriate academic progress. Examples of these activities include, but are not limited to, advising, supervision of internships, supervision of undergraduate research assistants, contributions to the development of curriculum, and pedagogical improvements.
C. **Excellence in service contributions to the campus, the college, the public, and the profession:** This can be demonstrated through a variety of activities. Examples include, but are not limited to, service on campus and college committees, professional service to the local community, organizing workshops or programs for the campus community, or administrative support work on the campus.

D. **Excellence in continuous efforts to remain current in the discipline(s) being taught:** This can be demonstrated through a variety of scholarly activities that can be documented as described under Supporting Documents (below).

2. The faculty member must have served a University College campus as a full-time faculty member for at least eight academic years, with one period of service of at least five consecutive years at a single campus.

**Promotion Procedures**

1. The faculty member must be nominated for promotion by the campus Director of Academic Affairs (DAA) and Chancellor.

2. The DAA and Chancellor will review the supporting documentation and write a joint letter explaining their support for the promotion to the Vice President for Commonwealth Campuses & Dean of University College.

3. A College Review Committee appointed by the Vice President for Commonwealth Campuses will review all nominations and advise the Vice President/Dean on the recommended promotions.

4. The Vice President for Commonwealth Campuses & Dean will review the recommendations from the College Review Committee, decide which nominees will be promoted, and notify nominees of the outcome of the review process.

**Supporting Documents**

The supporting documentation for the promotion review will be the Faculty Activity Reports (FARs) for the eight or more academic years prior to the review, including SRTEs, a representative number of peer evaluations, and the accompanying annual letters of evaluation. Each campus may identify additional materials to supplement the FARs.

The nominated faculty member will assist the DAA in the preparation of supporting documents to be used in the review. Each nominee will write a narrative statement of no more than three pages identifying the accomplishments and contributions of her/his Penn State career that support a promotion, and provide a *curriculum vitae* no longer than two pages.
The supporting documents will remain at the campus. Only the DAA/Chancellor letter, the *curriculum vitae*, and the narrative statement of the faculty member will be submitted to the Office of the Vice President for Commonwealth Campuses & Dean of University College.

**Review Committee**

The review committee will be composed of five members appointed by the Vice President/Dean. The University College Faculty Council will recommend senior instructors to serve on this committee.

**Timetable**

The DAAs will consider potential candidates for promotion during the March Conference discussions in the spring semester. Faculty members identified as candidates for promotion the following academic year will be informed no later than the end of the spring semester and advised to prepare the required documentation for delivery to the DAA by the middle of October.

All documentation will be due in the Office of the Vice President for Commonwealth Campuses in the middle of January. The College Review Committee will review the nominations during February and make a recommendation to the Vice President/Dean by early March. The Vice President/Dean will review the recommendations and inform the Chancellors and DAAs of the approved promotions by early April. Approved promotions will become effective July 1 for the following academic year.

**Promotion Award**

A salary increase in addition to the annual merit increase will accompany the promotion. The same percentage increase for the promotion salary increase will be given on all campuses to faculty members approved for promotion. The percentage increase will be determined annually. A merit-based salary increase is a prerequisite for a promotion-based salary increase during the year in which the promotion is received.

A regular full-time, non-tenure system faculty member with the title of “Instructor” or “Lecturer” who is promoted according to this procedure will be awarded the rank of “Senior Instructor.” A faculty member with the title of “Assistant Professor” who is promoted according to this procedure may choose to retain her/his current title or change his/her title to Senior Instructor.

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