PROMOTION TO SENIOR INSTRUCTOR WORKSHOP

Discussion Notes

1. OVERVIEW OF PROMOTION PROCESS
   a. PROMOTION IS NOT AN ENTITLEMENT.
   b. Cannot self-nominate:
      * only chancellor can nominate
      * campus-specific factors such as budget can affect timing of nomination
   c. Timeline
      * Fall semester: work with DAA & DC to prepare nomination materials
      * Nomination package submitted by DAA in mid-January
      * Senior Instructor Promotion Review Committee provides reviews nominations and makes recommendations to Dean by late February/early March
      * Dean reviews nominations and recommendations and announces decisions in late April
      * Promotion effective July 1
   d. Steps in review process
      * 3 levels of review: campus chancellor/DAA; college-level Senior Instructor Promotion Review Committee; Dean
      * If not promoted, will receive guidance on ways to strengthen record for a future review; usually wait minimum of 2 years to overcome deficiency in record (unless this is only an issue of incomplete presentation of the record)
   e. Promotion salary increase: campus pays; campus may need to phase promotions of eligible faculty over several years

2. ELIGIBILITY
   a. minimum requirement is completion of 8 years of full-time service (i.e., the earliest year for nomination is the ninth year of full-time service)
b. achieve excellence in four categories of activities: teaching, activities related to teaching, service, staying current in the discipline being taught

3. **GUIDELINES: EXCELLENCE**
   a. Purpose “to recognize the cumulative exceptional accomplishments and contributions”
   b. In Teaching: pedagogical initiatives- going above and beyond expected activities
   c. In Activities related to Teaching
   d. In Service:
      * How much is enough?
      * Take leadership roles
      * Be a good campus citizen
      * Be collegial
   e. **In Staying Current in the Discipline being Taught**
      * Review Document: “Statement of Scholarship Expectations…”
      * Standards for achievement
      * Research resulting in publications is not required

4. **PLANNING PROFESSIONAL DEVELOPMENT TO PREPARE FOR PROMOTION REVIEW**
   a. **Write a professional development plan**
      * Discuss with DAA, Discipline Coordinator (DC) and Senior Instructors (particularly those who have served on the Senior Instructor Promotion Review Committee) how to build your record several years before eligible for promotion
      * Develop a written plan outlining what to do in teaching, activities related to teaching, service, and staying current in the discipline being taught each year for several years; request review by DAA & DC
      * Use discussions with DAA in annual faculty reviews in February/March to monitor your progress and update your professional development plan
*Explain what you want to do and resources needed each year to accomplish your plan in the GOALs section of your FAR

*Request guidance annually from your Discipline Coordinator and Senior Instructors

b. Work with DAA to **develop an outstanding nomination package**

*discuss strategy to present record most effectively

*review suggestions for content and structure of narrative statement in Section P of the college *Promotion & Tenure handbook* (modified to the four criteria for senior instructor promotion)

*carefully revise and edit to address the 4 categories of excellence thoroughly

*write in “plain English”

*complete in a timely manner narrative statement and current CV

5. **DOCUMENTS TO READ**

1. *Guidelines for the Promotion of Full-time, Nontenure System Faculty* *(available at [link](https://teamworks.campuses.psu.edu/uc/Faculty/Guidelines_Promotion_Non-Tenure_Track.pdf) )*

2. *Statement of Scholarship Expectations for Faculty Members not in the Tenure System* *(available at [link](http://www.campuses.psu.edu/84.htm). Please remove secure access so this can be linked directly)*

   NOTE: There is no rank higher than Senior Instructor.