

# UNIVERSITY COLLEGE GUIDELINES FOR THE PROMOTION OF FULL-TIME TEACHING FACULTY (NON-TENURE)

## **Statement of Principles**

University College affirms a developmental approach for full-time teaching faculty through annual and promotion reviews that contribute to overall academic and professional excellence.

All academic administrators and faculty committees support the following principles:

- Every faculty member has the right to clear expectations and clear explanations of promotion policies and procedures.
- Academic administrators and faculty colleagues are expected to provide advice and counsel to faculty members seeking promotion.

## **Purpose**

The purpose of these guidelines is to provide a process of promotion for full-time teaching faculty and to recognize the cumulative exceptional accomplishments and contributions of 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 in alignment with the individual instructor's contract. The guidelines supplement, but do not alter, basic policies set forth in AC21, with the exception of interim processes approved by the executive vice president and provost of the university in the first two years of implementation 2017/18, 2018/19 while capacity is developed.

The terms *second level* and *third level*, as used in these guidelines, refer to successive opportunities for promotion; the title awarded to promoted faculty members will depend on their terminal degree.

## **Eligibility**

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

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. These include the College of Nursing and Librarians. Recommendations for promotion may be made by University College campus committees and campus administrators to the head of an administrative unit outside the University College. However, the final decision about a promotion will be made according to the guidelines of these outside units.

To be eligible for promotion, a faculty member must have served at a University College campus as a full-time faculty member for at least five academic years. The five year includes time taken for a leave in accordance with HR16.

### **Confidentiality**

Campus administrative leadership will provide candidates with feedback at appropriate times during the promotion process. The University College Vice President/Dean shall be responsible for ensuring that all faculty members in their units are advised by the appropriate academic administrator of the general results of the evaluation of their performance. Based on these guidelines and through policy HR60, faculty members may inspect and review their dossiers upon completion of the review process. All aspects of the promotion process are otherwise confidential, including deliberation in committee and the specific decisions that are made at each review level. Members of promotion committees participate with the understanding that all matters related to their deliberations remain confidential. Confidentiality of the promotion process is to be respected forevermore, not just during that particular year of review.

### **Criteria for Promotion**

1. Promotion shall be based on these three criteria which must be applied in light of the mission of the University College and professional responsibilities carried out by the faculty member as indicated in their contract.
  - A. **The Scholarship of Teaching and Learning** - ability to convey subject matter to students; demonstrated competence in teaching and capacity for growth and improvement; ability to maintain academic standards, and to stimulate the interests of students in the field; effectiveness of counseling, advising and service to students.
  - B. **The Scholarship within Discipline and Creative Accomplishments** – This can be demonstrated through a variety of scholarly activities that can be documented as described in the *University College Scholarship Expectations for Teaching Faculty* and evidence of continued professional growth and active contributions to professional organizations.
  - C. **Service and the Scholarship of Service to the University, Society, and the Profession** - participation in the University, college, and campus; competence in extending specialized disciplinary knowledge to the University, profession, and to the public; and administrative contributions.

### 2. Terminology

The terms *second level* and *third level*, as used in these guidelines, refer to successive opportunities for promotion; the title awarded to promoted faculty members will depend on their terminal degree in accordance with AC21.

### 3. Promotion to Second Level

Time in rank and satisfactory performance of duties outlined in a position description are

necessary, but not sufficient by themselves to warrant promotion. The candidate must display excellence in teaching as demonstrated by consistently strong SRTes, peer evaluations, awards, and other documentation. 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 students, other engaged scholarship, contributions to the development of curriculum, and pedagogical improvements. Excellence in Scholarship within Discipline and Creative Accomplishments can be demonstrated through a variety of scholarly activities that can be documented as described in the *University College Scholarship Expectations for Teaching Faculty*. The expectation is that a faculty member will be active in their profession and that faculty seeking promotion should give presentations related to their discipline on campus and regionally developing a reputation within their field. The candidate is also expected to be involved in the campus service community including holding leadership roles, organizing, and providing administrative support.

#### 4. Criteria for Promotion to Third Level

A candidate for promotion to the third level will have demonstrated an increase in the breadth and depth of scholarship activities from the second level. There should be a sustained record of exceptional achievement and evidence of professional growth and innovation in assigned duties, and evidence of leadership and advocacy for the campus, students, and the profession of teaching. Their service and teaching sphere of influence should have reached the University College and University level. The candidates are expected to have extended their reputation in their discipline and creative accomplishments at the national level, represented through presenting, organizing workshops and sessions, and taking on leadership roles.

### **Promotion Procedures**

#### Promotion Process: (applicable for second and third level of Full-Time Teaching Promotions)

1. From the date of hire or recent promotion, the campus academic leadership and discipline coordinators should advise the full-time teaching faculty of the five-year second-level promotion or the third-level promotion opportunities. Campus leadership will be responsible for mentoring annually during the FAR process, identifying appropriate resources to aid the faculty member's progress toward promotion including faculty peer mentoring, and recommending suitable activities and activity levels.
2. At year four of hire or after a recent promotion, the teaching faculty should formally advise the campus academic leadership of promotion interest, or delay, or not. The potential candidate has the choice to request a pre-review, to wait additional years or not seek promotion at all (for either promotion to level-two or level-three).
3. After five years or more in appropriate rank or recent promotion and a positive pre-review

process completed through the discipline coordinator and campus academic leadership, the faculty member may start the promotion-review process.

4. The accumulation of the data for the promotion dossier in Digital Measures should begin to be developed on the first day of hire or recent promotion. Training for full-time faculty on use of Digital Measures should be included in the mentoring process.
5. The dossier should be submitted to the Office of Academic Affairs for format review and dissemination to the Campus Full-Time Teaching Promotion Committee.
6. The Full-Time Teaching Promotion Committee for the campus should confine its review to the promotion candidates' dossiers only. The committee may not consider external information or documents. The committee will vote to recommend promotion or not. This decision should precede and be autonomous from the administrative decision at the campus level. The Full-Time Teaching Promotion Committee letter is forwarded to campus academic leadership for administrative review. If the campus committee and the campus administrative leadership do not support promotion after reviewing the completed dossier, the candidate should be so informed by the campus academic administration and given the option of withdrawal of his or her candidacy.
7. The campus forwards the dossier to the University College Full-Time Teaching Promotion Committee for their review and recommendation.
8. The OVPCC will review the dossier and support letters for determination of promotion. The OVPCC will advise the candidate, and the campus administrative leadership of the decision with explanation of acceptance or decline.

### **University College Full Time Teaching Promotion Committee**

The University College Full-Time Teaching Promotion Committee members shall be elected by all full-time teaching faculty within the University College. The University College Faculty Council and OVPCC will oversee the nomination and election process. Candidates should submit a short biography to ensure faculty can make an informed voting decision. The committee structure will be composed of at least seven faculty at the second level or higher and of an odd number. When a third-level candidate is being considered, at least three third-level faculty should be on the committee and only those should review the third-level candidates. Furthermore, the candidates may not be currently serving on a campus-level promotion committee. The Senior Associate Dean of Faculty and Research will appoint additional full time teaching faculty as needed.

### **Interim promotion to third level promotion committee and process:**

Faculty capacity at the third promotion level is non-existent with the University College. In the 2017/18 academic year, a separate committee consisting of at least three third-level faculty from outside the University College. Campuses would not be expected to create third-level promotion committees until a time when capacity is reached. The first level review will be the campus

administration.

#### Selection for each Campus Standing Full Time Teaching Promotion Committee:

The level-two and level-three campus promotion committee(s) will consist of an odd number (three or more) of full-time teaching faculty who have been promoted through the review process. Only full-time teaching faculty can vote for the members of the Full-Time Teaching Promotion Committee. Two core members will be elected on staggered two-year terms. The complete committee, including the remaining Campus Administration-appointed members, must contain at least two discipline-specific instructors. If none or not enough qualified members exist at the campus level, campus academic leadership will select additional members from a pool of elected disciplinary representatives available from the Discipline Coordinators. In cases where no disciplinary representation from the university college are available representatives can be selected from outside the college.

#### **Supporting Documents**

The supporting documentation for the promotion review will be the dossier in Digital Measures for the five or more academic years prior to the review, including SRTEs, a representative number of peer evaluations, and optional additional evidence of support by the faculty member.

The campus academic leadership has the responsibility for preparing the dossier. The nominated faculty member will assist the campus academic leadership 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 their Penn State career that support a promotion as well as entering data into the digital measures database.

#### **Timetable**

The campus academic leadership will consider candidates for promotion during the March Conference discussions with discipline coordinators in the spring semester. Faculty members eligible for promotion the next academic year will be informed no later than the end of the spring semester and advised to prepare the required documentation in conjunction with the Campus Academic Leadership's office by mid-October.

All documentation will be due in the Office of the Vice President for Commonwealth Campuses by mid-January. The College Review Committee will review the nominations during the month of February and make recommendations to the Vice President/Dean by early March. The Vice President/Dean will review the recommendations and inform the campus administrative leadership of the approved promotions by early April. Approved promotions will become effective July 1 of the next 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 of 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. The campus administrative leadership are encouraged to support this recognition with appropriate forms of research, teaching, or outreach support, including multi-year contracts.

A regular full-time, non-tenure system faculty member with the title of “lecturer” or “Assistant Teaching Professor” who is promoted according to this procedure will be awarded the next highest rank according to the fixed-term ranks outlined in *AC21*. A faculty member with the title of “Assistant Teaching Professor” or “Associate Teaching Professor” who is promoted according to this procedure to the third level will be awarded the next highest rank title according to the fixed-term ranks outlined in *AC21*.