Guidelines for the Promotion of Non-Tenure-Line Faculty to the Second Rank

Purpose

The purpose of these guidelines is to provide a process for promotion to recognize the cumulative accomplishments and contributions of non-tenure-line faculty who are in the first rank (Instructor for faculty without a terminal degree or Assistant Teaching Professor for faculty with terminal degree). This promotion is based on consistently demonstrated outstanding performance related to the individual’s assignments in teaching and related activities; efforts in innovation, professional growth, subject matter mastery and/or scholarship/creative achievement; and service.

Eligibility

These Altoona College guidelines cover non-tenure line faculty who are subject to the review and evaluation procedures of the Altoona College.

Criteria for Promotion

Faculty at the first rank become eligible for review in their sixth year of full-time service and may compile and submit their dossiers during that year. Exceptions in instances of particular merit are permitted.

A candidate for promotion to Assistant Teaching Professor (for faculty without a terminal degree) or to Associate Teaching Professor (for faculty with terminal degree) must meet the criteria described below in the areas of teaching; efforts in innovation, professional growth, subject matter master and/or scholarship/creative achievement; and service. Based on a 4-point scale (4 = excellent; 3 = very good; 2 = satisfactory; and 1 = unsatisfactory), the faculty member is expected to demonstrate level-4 performance in teaching and at least level-2 performance in the remaining two categories; or, they must demonstrate level-3 performance in teaching and in one additional category and demonstrate no less than level-2 performance in the remaining category.

This ranking is for candidates whose primary work responsibility is teaching. For other candidates whose primary responsibilities lie elsewhere, a new ranking and titles need to be determined that reflect their primary responsibility.

**Elaboration of the Three Basic Criteria for Promotion**

1. **Teaching.** Evidence of performance in this area may include, but is not limited to,
   * + - student evaluations,
       - written student evaluations,
       - peer evaluation,
       - student interviews,
       - letters from former students, and/or
       - advising evaluations.

Other documentation that will attest to the candidate’s performance in teaching may include

* + - a record of supervision of internships,
    - supervision of clinical experience,
    - supervision of undergraduate research assistants,
    - contributions to the development of curriculum, and/or
    - pedagogical improvements.

1. **Innovation, professional growth, subject matter mastery, scholarship/creative achievement.** Evidence of performance in this area may include, but is not limited to,
   * + continuing education,
     + creative accomplishments,
     + professional publications,
     + participation in professional meetings and symposia,
     + obtaining grants,
     + pedagogy and advising, and/or
     + outreach activities utilizing the candidate’s expertise.
2. **Service to the College, University, public, and the profession.** Evidence of performance in service may include, but is not limited to,
   * + service on division, college, and university committees,
     + professional service to the local community,
     + organizing workshops or programs for the College and the local community,
     + administrative support work,
     + service to student groups, and/or
     + operational support of research or academic infrastructure.

Promotion Review Procedures

Faculty who have completed the requisite years of service and are interested in being considered for promotion should meet with their respective Division Head during the spring semester to discuss their potential candidacy. If there is a consensus that the faculty member is ready to move forward with a case for promotion, the faculty member would then work with the corresponding Division Head to prepare a dossier documenting the candidate’s credentials and evaluative evidence with respect to teaching; innovation, professional growth, subject matter mastery, and/or scholarship/creative achievement; and service to the College, University, public, and the profession. The Division Head has the responsibility for preparing the dossier in consultation with the candidate. The dossier will be submitted to the Division Non-Tenure-Line Promotion Review Committee at the start of the fall semester promotion cycle.

If there is a disagreement between the faculty and the Division Head about the presented case for promotion, the faculty member may solicit a letter from a non-tenure-line faculty member of higher rank, or from a tenured Associate Professor, or Professor in the same discipline to support the promotion request. If a member of the discipline is not available, a faculty member from the same division should be sought. This letter, together with other supporting documentation, should be submitted to the chair of the corresponding Division Non-Tenure-Line Promotion Review Committee. The committee will then review the supporting materials and write an independent recommendation letter by the end of the spring semester. If the faculty member is not recommended for nomination at that time, formative feedback will be provided in writing from the Division Non-Tenure-Line Promotion Review Committee. If the recommendation is to move forward with a case for promotion, the faculty would then prepare a dossier for submission to the Division Non-Tenure-Line Promotion Review Committee at the start of the fall semester promotion cycle.

Preparation of the dossier

For all faculty members seeking promotion to Assistant Teaching Professor (for faculty without a terminal degree) or to Associate Teaching Professor (for faculty with terminal degree), the Division Head has the responsibility for preparing, in consultation with the candidate, the dossier documenting the candidate's performance in teaching; innovation, professional growth, subject matter mastery, and/or scholarship/creative achievement; and service. The dossier will include the candidate’s written narrative statement of no more than 2000 words (10pt font) identifying their Penn State career accomplishments and/or contributions that support the promotion. Candidates shall assist in supplying relevant information for their dossiers.

Position descriptions are also required in each dossier. The Division Head must draft a position description for each faculty member and obtain input on that description from the faculty member no later than the conclusion of the academic year prior to the individual’s promotion review year. Job descriptions should be revisited by the Division Head and the faculty member as needed or when job duties change. The job description should outline duties and expectations, if applicable, in the areas of teaching, research, and service. Note that job descriptions are recommended, but not required, for non-tenure-line faculty going up for promotion during Academic Year 2023-24 and are required for promotions occurring in Academic Year 2024-25 and beyond.

Evaluation of teaching shall be based on both student and peer rating information about the quality of the teaching. Student ratings shall be obtained using the Student Rating of Teaching Effectiveness (SRTE) in accordance with the University Policies. The Division Head in consultation with the candidate will supplement this survey by other forms of student evaluation such as student comments on course evaluation questionnaires and letters solicited by the Division Head from former students. Peer evaluation of teaching will be performed by the members of the Peer Review of Teaching Committee, including those appointed by the Division Head to ensure appropriate disciplinary representation.

Evidence of innovation, professional growth, subject matter mastery, and/or scholarship/creative achievement, and service to the College, University, public, and the profession will be provided through information about these activities from the candidate and from previous annual letters of evaluation. Each division may identify additional materials to supplement these areas.

Levels of Review

The Division Non-Tenure-Line Promotion Review Committee will review the dossier and write a joint letter indicating their recommendation(s) to the Division Head.

The Division Head will review the dossier and the letter from the Division Non-Tenure-Line Promotion Review Committee and write a letter indicating their recommendation to the College Non-Tenure-Line Promotion Review Committee.

If the Division Non-Tenure-Line Promotion Review Committee and the Division Head do not support a promotion after reviewing the dossier, the candidate should be so informed by the Division Head and given the option of withdrawing their candidacy at this stage prior to the subsequent levels of review described below.

The College Non-Tenure-Line Promotion Review Committee will review the dossier, the letter from the Division Non-Tenure-Line Promotion Review Committee, and the letter from the Division Head and write a letter to the Chancellor indicating their recommendation(s).

The Chancellor will review the recommendation from the College Non-Tenure-Line Promotion Review Committee and notify the candidate of the outcome of the review by the end of the spring semester. Approved promotions will become effective July 1 for the following academic year.

Promotion Award

A salary increase in addition to an annual merit increase will accompany the promotion. The increase in salary will be a standard dollar amount and will be given to all faculty approved for promotion. A three-year contract will also accompany the promotion (see [AC21](https://policy.psu.edu/policies/ac21)).

The candidate with the title of Instructor who is promoted according to this procedure will receive the rank of Assistant Teaching Professor. The candidate with the title of Assistant Teaching Professor who possesses a terminal degree and is promoted according to this procedure will receive the rank of Associate Teaching Professor.

Remediation

When the promotion is denied, the candidate’s division head will notify the candidate, in writing, the reasons for denial and describe the areas that need improvement. The plan must be specific when providing suggestions for improvement.

A minimum of one academic year must pass prior to reapplication. The new dossier will include information on how the plan that was developed has been implemented and explain where improvements have been made. The dossier will also include a letter from a peer and/or division head corroborating improvement.

Similarly, if a candidate chooses to withdraw their application for promotion, they may request a meeting with the division head and that a written improvement plan outlining goals for the upcoming year be provided. After one full year of improvement plan implementation, the candidate may resubmit their dossier for promotion.

Current Version:

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