

# College of Arts & Architecture

## Promotional Criteria and Guidelines for Fixed-Term Faculty Members with Professorial Titles

### PURPOSE OF GUIDELINES

The purpose for these guidelines are to ensure academic quality with the goal of providing consistency, equity, and recognition/promotional opportunities for fixed-term faculty. These guidelines are consistent with University Policy AC-21 Definition of Academic Ranks.

### FIXED-TERM ACADEMIC RANKS

The College of Arts and Architecture uses the ranks and criteria for non-tenure-line (fixed-term or standing) outlined in AC21 (<https://policy.psu.edu/policies/ac21>). In the College we use Lecturer, Clinical Lecturer or Researcher; Teaching, Clinical or Research Assistant Professor; Teaching, Clinical or Research Associate Professor; Teaching, Clinical or Research Professor.

Whereas tenure-track faculty members accept a heavy commitment to scholarship and research, lecturer and clinical faculty positions are usually more appropriate for faculty members who have a strong commitment to teaching and/or service.

Lecturer titles are most appropriate for faculty members who do not have a terminal degree and who teach specific undergraduate courses, often at the introductory level.

Clinical faculty positions may carry a wider range of responsibilities. For example, a clinical faculty member might teach some courses, but also coordinate a unit's undergraduate or other program. The title of clinical faculty is broadly interpreted. It includes a broad range of faculty members who have teaching responsibilities that go beyond those of lecturer, but who do not have the scholarship requirements of the tenured faculty.

Research faculty positions are members of the faculty whose primary effort is in research rather than instruction. Research faculty are encouraged to participate in educational activities to the degree consistent with their research responsibilities. When appropriate, they may contribute to seminars, classes and symposia as may be arranged with the instructional department.

### CRITERIA AND PROCEDURES FOR EVALUATION

From AC 21:

Although there can be exceptions, positions above the first rank are designed to be promotion opportunities, with a recommended period of at least five years in rank as an instructor or lecturer (or, for fixed-term and standing faculty without tenure who hold terminal degrees, assistant teaching/research/clinical professors) before consideration for promotion. Fixed-Term and Standing non-tenure-line faculty should become eligible for promotion to the second rank after five years in rank, and would be permitted to compile their promotion dossiers in their fifth year. There should be no fixed time period for promotion to the third rank. Reviews for promotions should be conducted solely with regard to the merit of the candidate.

In the College of Arts and Architecture, promotion is not based on years of service. Any recommendation for promotion should come from a department head or school director. Promotion in rank recognizes a substantial contribution to the instructional or research program of the College and/or other contributions to the College's mission.

The basis for the review of candidates will be the material in the dossier and the teaching portfolio or other supplemental support materials submitted by the candidate. Given the diversity of schools and departments within the College, individual schools and departments may construct discipline-specific guidelines; however, all must be consonant with these broad guidelines. Contributions must be shown in each of the following areas for teaching and service:

- mastery of subject matter;
- classroom instruction (measured by appropriate student evaluations, peer evaluations, and other student evaluations);
- professional engagement related to teaching, research, and/or advising, if relevant;
- contributions to the school/department as a whole in terms of curriculum development, collaborative involvement with tenure line and fixed-term faculty, administrative and organizational functions, if appropriate; and
- service to the campus, the college, the public, and the profession, if appropriate (e.g., service on department committees or other professional service to the university community).

### **INITIATION OF REVIEW**

The review process for nomination for promotion from lecturer to assistant, from assistant to associate, and from associate teaching/research/clinical professor to teaching/research/clinical professor is initiated by the unit head. When the unit head believes the faculty member is ready for consideration, then a review shall be conducted. The unit head will notify the faculty member in writing of his/her nomination (with a copy to the dean) and the faculty member will submit his/her dossier materials as described below. The unit head will appoint an ad hoc unit review committee of at least three members. "Only faculty of higher rank than the candidate should make recommendation about promotions" (AC-21). When possible, units are urged to include fixed term faculty on the ad hoc review committee; units may request members to serve from other units on the unit review committee. The Ad Hoc Fixed Term College level review committee will consist of only fixed term faculty at the appropriate rank, in keeping with AC-21.

### **TIME SCHEDULE**

The preparation of the dossier is the responsibility of the faculty member in consultation with the unit head. Internal deadlines for the preparation of the factual materials to be included in the dossier, details about required materials, and deadlines for the internal review process are the responsibility of the unit. All reviews must be completed at the departmental level and forwarded to the Dean by **January 31.**

## **MATERIALS TO BE SUBMITTED BY THE CANDIDATE**

### **Required:**

1. A current curriculum vitae; and
2. A narrative statement of no more than three pages explaining responsibilities, accomplishments, and contributions during the Penn State career; and

### **Materials based on job responsibilities:**

#### For teaching faculty:

- Syllabi from selected courses taught;
- Summary of appropriate student evaluation data over the past four years;
- Other evidence of teaching performance (e.g., peer evaluations and open-ended student comments) over the past four years;
- Evidence of curriculum and program development
- Production of videos or other multi-media materials on instruction.

#### If time and support is provided for scholarship and service activity as part of contract:

- Evidence of other scholarship or creative activity (e.g., exhibitions, installations, performances, grant submission, publications, editorship or editorial review for professional journals, supervision of master's papers and theses, service on doctoral committees);
- Evidence of presentations at local, state, regional, and national professional meetings;
- Evidence of professional consultation;
- Service on state or regional licensing/certification boards;
- Contributions to professional organizations through membership on committees and office-holding.

#### For research faculty:

- Evidence of consistently strong research record with the potential to excel;
- Evidence of a strong record of service to the department/school, college, university, and the field;
- Evidence of teaching contributions consistent with one's appointment if time is provided for this activity as part of contract;
- Evidence of excellence in research;
- May serve as principal investigator (PI) on externally funded grants and contracts, defined as monies awarded to the College and administered through the Office of Sponsored Projects;
- Evidence of leadership as exemplified by research innovations, and faculty and student mentoring.

## **MATERIALS TO BE SUBMITTED TO THE DEAN**

- All the required materials listed above submitted by the candidate; and
- Any materials listed above (based on job responsibilities) submitted by the candidate; and
- Letter of evaluation from the school/department ad hoc committee, and
- Letter of evaluation from the school director/department head; and
- Letter of evaluation from the fixed term college committee.

## **PROCESS**

Once nominated, the candidate will prepare the material as listed above, confer with the unit head and submit materials to the appropriate school/department faculty committee. This allows for sufficient time before the anticipated July 1 promotion date.

The school/department committee will review the submitted materials and will make a written recommendation to the unit head.

The unit head will also review the submitted materials (including the recommendation of the school/department committee) and will make a written recommendation to the dean.

The college will empanel a fixed term college committee consisting of no fewer than three fixed term faculty members at the appropriate rank. The college committee will review the submitted materials, including the recommendation of the unit committee and the recommendations of the unit head and will make its own written recommendation to the dean.

The dean will review the submitted materials along with the recommendations from the unit committee, the unit head, and the college committee of fixed term faculty members and will decide whether or not to offer promotion in rank to the candidate. The dean will share the results of the review in writing with the candidate and school director/department head no later than **April 30.**

Where fixed term faculty members with professorial titles have budgeted joint appointments or are assigned responsibilities in more than one academic unit, their home budget unit will administer the promotion review process. In these cases, the materials submitted will represent the candidate's complete range of assignments, and the head(s) of the other unit(s) will provide a letter of recommendation before the home unit committee and unit head add their recommendations.

Assuming the promotion is approved, a salary increase associated with the promotion and a possible additional merit will be provided.

Reviewed by College Academic Leadership Council and Faculty Council  
**Effective Fall Semester 2019**

***Deadlines revised August 9, 2019***