

GUIDELINES FOR PROMOTION OF FIXED-TERM 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 full-time, fixed-term or standing non-tenure-line faculty who are in the first rank (Instructor for faculty without 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, scholarship and professional development, and service.

Eligibility

These Altoona College guidelines cover full-time, fixed-term or standing non-tenure-line faculty, who are subject to the review and evaluation procedures of the Altoona College.

Criteria for Promotion

Candidates for promotion to the second rank become eligible for review in their fifth 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 terminal degree) or to Associate Teaching Professor (for faculty with terminal degree) must meet the criteria described below in the areas of teaching, efforts to remain current in the discipline(s) being taught, 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, he or she must demonstrate level-3 performance in teaching and in one additional category, and demonstrate no less than level-2 performance in the remaining category.

Elaboration of the Three Basic Criteria for Promotion

- 1. Teaching.** Evidence of performance in this area should include, but is not limited to, SRTEs, written student evaluations, peer evaluation, student interviews, letters from former students, and advising evaluations. Other documentation that will attest to the candidate's performance in teaching includes record of supervision of internships, supervision of clinical experience, supervision of undergraduate research assistants, contributions to the development of curriculum, and pedagogical improvements.
- 2. Efforts to remain current in the discipline(s) being taught.** 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, and outreach activities utilizing the candidate's expertise.
- 3. 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 local community, administrative support work, and service to student groups.

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 would then work with the corresponding Division Head to prepare a dossier documenting the candidate's credentials and evaluative evidence with respect to teaching; efforts to remain current in the discipline(s) being taught; 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 Fixed-Term Promotion Review Committee at the start of the fall semester promotion cycle.

If there is disagreement between the faculty and the Division Head about the presented case for promotion, the faculty member may solicit a letter from a fixed-term 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 Fixed-Term 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 Fixed-Term 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 Fixed-Term 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 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, efforts to remain current in the discipline(s) being taught, and service. The dossier will include the candidate's written narrative statement of no more than three pages identifying her/his accomplishments and/or contributions of her/his Penn State career that support the promotion. Candidates shall assist in supplying relevant information for their dossiers.

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 efforts to remain current in the discipline(s) being taught, 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 Fixed-Term 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 Fixed-Term Promotion Review Committee and write a letter indicating his/her recommendation to the College Fixed-Term Promotion Review Committee.

If the Division Fixed-Term 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 Fixed-Term Promotion Review Committee will review the dossier, the letter from the Division Fixed-Term 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 Fixed-Term 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 full-time, fixed-term or standing non-tenure-line faculty member with the title of Instructor who is promoted according to this procedure will receive the rank of Assistant Teaching Professor. A full-time, fixed-term or standing non-tenure-line faculty member 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.

Current Version:

Approved by the Altoona College Faculty Senate on September 10, 2020

Approved by the Associate Dean for Academic Affairs on September 10, 2020

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Previous Versions:

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- Approved by the Altoona College Faculty Senate on September 19, 2017
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