Promotion and Tenure Workshop - 2015

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Review HR-23 (P&T Procedures and Regulations) and Other Documents

- Located on Web at: [http://www.psu.edu/vpaa](http://www.psu.edu/vpaa)
  - HR-23 Policy
  - Administrative Guidelines for HR-23
  - Frequently Asked Questions
- College and Department Materials
  - P&T Guidelines
  - Committee Lists & Administrators
Processes & Procedures Are Critical

Procedural Errors Are Avoidable!
(And Costly - $$$)

Become, and remain, informed of (1) HR23 and (2) the Administrative Guidelines.

Be familiar with your unit guidelines.

If you are unsure of a process or procedural element . . . ask!
Annual Reminder
Promotion & Tenure Rules for Administrators and Committees

• Do everything you can to help faculty members to succeed, but make the necessary judgments when the time comes to make them.

• Understand our system of checks and balances, of independent but mutually informed recommendations by faculty peers and administrators reviewing the same set of materials.

• Recognize our goal: to achieve a faculty appropriate to a major research university with a commitment to teaching and service, so that the internal and external reputations of each unit are constantly improving.
Respectful, civil, and thoughtful disagreements and deliberations are to be expected, and are part of a healthy, academic discourse.
Confidentiality

• Essential to the process.
• Responsibility of everyone involved to support this basic tenet.
• Candidates should not prod committee members or administrators . . . and . . . committee members and administrators should not divulge information to candidates, or anyone, through words, innuendos, or gestures.
• Confidentiality extends into the future; it is forever!
Levels of Independent Review and Judgment

- **Department/Campus Level**
  - Most familiar with candidate’s discipline, quality, and quantity standards.

- **College Level**
  - Evaluate record using the college criteria and expectations in context with the departmental criteria.
  - Strive for consistent standards within the college.

- **University Level**
  - Ensure compliance with both departmental and college standards while striving for consistent faculty excellence across the University.
Candidate’s Narrative Statement

- The candidate can place her or his Research, Service, and Teaching into the context of her or his overall goals and agendas
- Usually 1-2 pages (maximum of 3 pages)
- Written as a single statement and placed at the beginning of the dossier
- This is an important component of the dossier
**External Letters**

• Avoid fellow graduate students, co-PIs, former faculty colleagues, and significant collaborators.
• Use judgment and discretion.
• No contact between the candidate and the reviewer.
• Colleges that make courtesy advance contacts to potential reviewers should make such calls through the dean or department head.
Composition and Size of Review Committees

- Review committees must have at least 3 members.
- Avoid tie votes by having an odd number of committee members; thus limiting the possibility of tie votes to the rare occasions of abstentions. A tie vote is treated as a negative recommendation.
- University Committee: 11 members (7 elected by Faculty Senate; 4 appointed by the President).
2015-16 Administrative Guidelines

Minor adjustments but no major changes:

• Separation of Law Schools – Penn State Law (University Park) and Dickinson Law (Carlisle)
• Promotion and Tenure Form – Updated title of Vice President for Research
• Scholarship of Teaching and Learning – Revised bullets to include credit and non-credit courses to bring in line with Activity Insight
2015-16 Administrative Guidelines (Continued)

- Scholarship of Research and Creative Accomplishments – Revised bullet to include refereed conference proceedings; clarified manuscripts in-progress and non funded proposals are not included in 6th year reviews
The Dossier

The dossier “paints” a picture especially for the University Committee, the Provost, and the President.

• Double-check dates, collation (no pages upside down, duplicate pages, etc.), pagination, and missing pages
• February 15 is the deadline for submitting factual changes or new information (next Monday if 15\textsuperscript{th} on a weekend)
• Signatory pages must be accurate & complete. Details used to prepare correspondence from the President.
  ▪ Use current forms – available on GURU
  ▪ If reviewing for both tenure & promotion, 2 forms needed with the tenure form on top
  ▪ Include proposed rank & title (Professor, Chemistry)
  ▪ Tenure status must be included
The Dossier (continued)

- Place candidate’s signatory statement before divider pages
- A tie vote is considered a negative recommendation
- Division/department names must be correct
- Category descriptors (good, very good, excellent, etc.) must be consistent
- Log of external letters should match content of file
- Teaching & Learning
  - Tenure: materials from date of PSU employment in a tenure-eligible position
  - Promotion: date of last promotion or last 5-years
  - Summarize student comments
The Dossier (continued)

- Research and Creative Accomplishments – covers candidate’s career
- Service
  - Tenure: materials from date of PSU employment in a tenure-eligible position
  - Promotion: date of last promotion or last 5-years
The Dossier (continued)

• Statements of Evaluation
  ▪ For tenure decisions, include all prior evaluative letters beginning with the earliest provisional review
  ▪ Include name & rank of committee members in letter
  ▪ All votes must be accounted for, including abstentions. Include in the first paragraph of the letter
  ▪ For split votes, the majority and minority views must be included in the committee’s letter
  ▪ If a consultation occurs, include details in the letter
  ▪ Joint Appointments: letter from the secondary department head required; insert BEFORE primary department committee reviews dossier.
Frequently Asked Questions??

• Who is responsible for preparing the dossier?
• With some colleges using the Activity Insight generated dossier, won’t some dossiers look different than others?
• Are peer reviews of teaching accessible for review by the candidate at the time when the candidate signs that he or she has reviewed the dossier?
• How are nominations for promotion to professor handled?
Frequently Asked Questions (cont.)

• What is appropriate to include in the dossier regarding staying of the provisional tenure period?
• Why don’t committees review “stay” requests?
• Can collegiality be a factor in tenure reviews?
• When must consultations occur in a review?
• Can a person be terminated as a result of a 2nd or 4th-year review?
• Are all decisions reviewed by the University P&T Committee?
In 2014-15, there were 88 6th-year tenure cases.

- Seven (7) cases were denied at the college level and never reached the University level.
- 81 cases (including 7 early tenure cases) were forwarded to the University Committee with 79 holding positive recommendations by the submitting dean.
- The University Committee recommended 79 cases. President Barron granted tenure for these 79 recommendations; therefore, two (2) were denied at the University level.
- 89.7% received tenure (79 of 88 cases).
What % Achieve Tenure?
(Annual Tenure Flow Report)

What % of PSU faculty earn tenure after 7 years?**

- 1990-2007 Cohorts: 58%
- Female: 52%
- Male: 61%
- Minority: 55%
- Non-Minority: 59%

** – Similar for 10 AAU Peers

Questions!