

College of Education

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

The ranks of associate teaching professor (fixed term) and teaching professor (fixed term) recognize the qualifications and achievements of full-time (FT-1 and MYFT), non-tenure line, College of Education faculty members with special qualifications and abilities in pedagogy, outreach, and/or service. These ranks may be achieved as part of the appointment process or through a promotion process. The College will apply progressively more exacting standards as a candidate moves from the rank of assistant teaching professor (fixed term) to associate teaching professor (fixed term) and from associate teaching professor (fixed term) to teaching professor (fixed term).

Eligible individuals who are early in their careers are normally appointed at the assistant teaching professor (fixed term) rank assuming they hold a doctoral degree or its equivalent.

In the cases of promotion, the process should observe the following guidelines.

Qualifications

Candidates for promotion must have served at least five years at the prior rank and possess at least a doctoral degree or its equivalent in an academic field related to his or her teaching responsibilities. However, promotion is not guaranteed by service for a minimal number of years, but is rather a recognition of substantial contribution to the instructional program of the College and/or other contributions to the College's pedagogical mission. Performance of the candidate should demonstrate accomplishment in the following areas:

Mastery of subject matter;

Teaching, as relevant, measured by appropriate student evaluations (e.g., SRTE scores), peer evaluations, other student evaluations, comments from cooperating teachers and/or school administrators, and such other evidence as the candidate and the department may wish to submit, such as a teaching portfolio;

Professional engagement related to teaching, research, outreach, and/or advising, if relevant;

Contributions to the program/unit/department/university/community as a whole in terms of curriculum development, collaborative involvement with tenure line and fixed term faculty, administrative and organizational functions, if relevant; 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).

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

Optional (based on job responsibilities):

1. Syllabi from selected courses taught;
2. Summary of appropriate student evaluation data (e.g., SRTE scores) over the past four years;
3. Other evidence of teaching performance (e.g., peer evaluations and open-ended student comments) over the past four years;
4. Evidence of other scholarship (e.g., grant proposals, publications, supervision of master's papers and theses, service on doctoral committees); and

Materials to be Submitted to the Dean

1. All the required materials listed above submitted by the candidate; and
2. Any optional materials listed above (based on job responsibilities) submitted by the candidate; and
3. Letter of evaluation from the department committee; and
4. Letter of evaluation from the department head; and
5. Letter of evaluation from the fixed term college committee

Process

Fixed term faculty members with professorial titles will be considered for promotion after being nominated as follows: a) nominated by an appropriate academic administrator (typically a Department Head) or b) nominated by the relevant department faculty committee after consultation with the appropriate academic administrator. Once nominated, the candidate will prepare the materials listed above and submit them to the appropriate department faculty committee at the beginning of the spring semester before the anticipated July 1 promotion date.

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

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

The college will empanel a fixed term college committee consisting of five fixed term faculty members with professorial titles elected at large by fixed term faculty members with professorial titles in the college to serve staggered two year terms. The college committee will review the submitted materials, including the recommendation of the department committee

and the recommendation of the department head and will make its own written recommendation to the dean.

The dean will review the submitted materials along with the recommendations from the department committee, the department head, and the college committee of fixed term faculty members with professorial titles and will decide whether or not to offer promotion in rank to the candidate. The dean will share the results of the review with the candidate.

Where fixed term faculty members with professorial titles have budgeted joint appointment 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 department committee and head add their recommendations.

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

Endorsed by the College of Education Faculty Council on September 21, 2017.