



## **Promotion Criteria and Guidelines for Non-Tenure Line Faculty Members 2023-24**

The qualifications and achievements in pedagogy, outreach, and service of non-tenure line faculty members in the College of Education are recognized with the ranks of *instructor*, *assistant teaching professor*, *associate teaching professor*, and *teaching professor*. These ranks may be achieved as part of the appointment process or through a promotion process.

In accordance with [Policy AC21](#), eligible individuals who are early in their careers are typically appointed at Rank 1: *instructor* (if they do not hold a terminal degree) and *assistant teaching professor* (if they hold a terminal degree). Through the promotion process, non-tenure line faculty have opportunities to progress to Rank 2 (*assistant teaching professor*, if they do not have a terminal degree; or *associate teaching professor*, if they have a terminal degree) and to Rank 3 (*associate teaching professor*, if they do not have a terminal degree; or *teaching professor*, if they have a terminal degree).

	<b>Rank 1</b>	<b>Rank 2</b>	<b>Rank 3</b>
<b>Non-Tenure Line Faculty Members with a Non-Terminal Degree</b>	<i>Instructor</i>	<i>Assistant Teaching Professor</i>	<i>Associate Teaching Professor</i>
<b>Non-Tenure Line Faculty Members with a Terminal Degree</b>	<i>Assistant Teaching Professor</i>	<i>Associate Teaching Professor</i>	<i>Teaching Professor</i>

Individuals who do not have a terminal degree are not eligible for the rank of *teaching professor*. Individuals who earn a terminal degree while holding the rank of *instructor* will ordinarily be reappointed as *assistant teaching professors* without needing to go through the promotion review process.

The promotion process for non-tenure line faculty members should observe the following guidelines.

### **Qualifications**

In accordance with [Policy AC21](#), the recommended period for a non-tenure line faculty member to hold Rank 1 before being considered for promotion to Rank 2 is at least five years. In exceptional cases, a department head can make a request to the Dean of the College to initiate a promotion review before a non-tenure line faculty member has completed five years at Rank 1. Approval to conduct such a review is not the same as approval for the promotion.

There is no fixed time period for eligibility to be considered for promotion from Rank 2 to Rank 3. While time in rank should not be the primary consideration for readiness for a promotion review, faculty will typically have completed five years in rank before being considered for a promotion.

Importantly, 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 and documented by appropriate student evaluations (including SRTE scores and student comments from Penn State courses if these are part of the candidate's teaching accomplishments), 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 to the assignment;
- Contributions to the program/unit/department/university/community as a whole in terms of curriculum development, collaborative involvement with tenure line and non-tenure line 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).

### **Process for Nomination of Non-Tenure Line Faculty Members for Promotion Reviews**

The promotion process for non-tenure line faculty members is guided by the policies and practices described in the University's [Policy AC21](#) and [Non-Tenure Line Administrative Guidelines](#) and in the College of Education's [Promotion Criteria and Guidelines](#). This document provides additional guidelines regarding procedures for the nomination of non-tenure line faculty members for promotion reviews.

1. The recommended period for a non-tenure line faculty member to hold Rank 1 is at least five years before being considered for promotion to Rank 2. In an exceptional case, a department head can make a request to the Dean to initiate a promotion review before a non-tenure line faculty member has completed five years at Rank 1.
2. There is no fixed time period for eligibility to be considered for promotion from Rank 2 to Rank 3. While time in rank should not be the primary consideration for readiness for a promotion review, faculty will typically have completed five years in rank before being considered for a promotion.
3. Per the College's guidelines, promotion of non-tenure line faculty is not guaranteed by service for a minimal number of years, but is rather based on a recognition of substantial contributions to the instructional program of the College and/or other contributions to the College's pedagogical mission.
4. Upon review of a non-tenure line faculty member's materials during an annual [AC40 "career conference" review](#) (or other discussion of the faculty member's professional trajectory), a department head may encourage the faculty member to be considered for promotion in an upcoming review cycle or may suggest a year when being reviewed would seem appropriate. The department head (or associate department head) may identify areas in which the faculty member should strive to develop or provide additional documentation and evidence to support a promotion case (e.g., additional evidence of advising effectiveness). In the case of a non-tenure line faculty member whose annual AC40 review is conducted by a supervisor who is not a department head or associate department head, the supervisor may provide feedback to the faculty member about readiness for a future promotion review. (Note: In some departments, an associate department head may be responsible for conducting AC40 reviews for non-tenure line faculty members. An associate department head may also have oversight for the department's non-tenure line promotion process and responsibility for writing the departmental academic administrator letters.)
5. A non-tenure line faculty member may initiate a consultation with their department head, associate department head, or supervisor (as appropriate) to seek advice about readiness to be considered for promotion to the next rank. The faculty member is encouraged to provide a draft of the promotion dossier, or at least an updated curriculum vita and evidence of teaching and advising effectiveness, for review by the department head, associate department head, or supervisor for this purpose. In

the case of a non-tenure line faculty member whose AC40 reviews are conducted by a supervisor who is not a department head or associate department head, the supervisor will provide a written recommendation to the department head or associate department head about the faculty member's readiness for a promotion review.

6. Any review of documents outside a formal review should be considered advisory rather than evaluative.
7. If the department head (or associate department head, if applicable) does not consider the non-tenure line faculty member to be ready to pursue promotion, the faculty member will be asked to delay consideration and specific feedback will be offered. The department head's feedback to the faculty member will include an assessment of strengths and areas for improvement.
8. If a non-tenure line faculty member has been asked to delay being reviewed for promotion for two consecutive review cycles, they may put forth their case for review upon their third request.
9. All decisions about non-tenure line faculty who will be considered for promotion in a spring review cycle must be made by the end of the prior fall semester.

### **Materials**

Note that detailed guidance about the preparation of materials for review is available on the College's [Faculty Affairs website](#).

#### ***Materials to be submitted by the candidate to the department head:***

Required core:

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

Other (based on job responsibilities):

- Syllabi from selected courses taught;
- Appropriate and representative student evaluation data (e.g., SRTE scores including student comments) over the past five years;
- Other evidence of teaching performance (e.g., peer evaluations and open-ended student comments) over the past five years; and
- Evidence of scholarship and creative activities (e.g., grant proposals, publications, supervision of master's papers and theses, service on doctoral committees, presentations, and administrative or other position related accomplishments).

#### ***Materials to be submitted to the College Non-Tenure Line Faculty Promotion Review Committee by the department head:***

- All the required materials listed above as submitted by the candidate to department head;
- Any other materials listed above (based on job responsibilities) submitted by the candidate;
- A letter of evaluation from the department committee; and
- A letter of evaluation from the department head.

#### ***Materials to be submitted to the Dean by the College Committee:***

- All of the materials submitted to the College Committee; and
- A letter of evaluation from the College Committee.

### **Review Process**

Once nominated, and following construction of the package of materials in collaboration with the department head, the candidate will prepare the materials listed above and submit them to the appropriate

department head in accordance with department and College non-tenure line review deadlines. Once the candidate's materials have been submitted to the department head, it shall not be appropriate for any additions to be made to the materials other than what is provided for in these guidelines.

The department committee will review the submitted materials and will make a written recommendation with rationale 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 non-tenure line College committee. The committee will consist of five non-tenure line faculty members at Ranks 2 and 3 (see table on p. 1) who will be elected at large by the non-tenure line faculty of the College. Members will 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 non-tenure line 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.

When non-tenure line faculty members have budgeted joint appointment or are assigned responsibilities in more than one academic unit, their home academic department 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 February 21, 2019.*

*Minor edits made February 2022 for (1) consistency with the University's language shift from "fixed-term" to "non-tenure line" faculty and (2) recognition of department and College deadlines related to this process.*

*Edits made May 2022 based on (1) feedback from the Office of the Vice Provost for Faculty Affairs about language regarding time periods in each rank, and (2) the addition of guidelines for nomination of non-tenure line faculty for promotion reviews, approved by vote of the non-tenure line faculty of the College in April 2022.*

*Minor edit, highlighted in yellow, made May 2023 to clarify ranks of non-tenure line faculty eligible to serve on College review committee.*