

March 5, 2009

## **GUIDELINES FOR APPOINTMENT AS A FIXED TERM ASSOCIATE PROFESSOR**

### **College of Education**

The rank of associate professor (fixed term) recognizes 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. This rank may be achieved as part of the appointment process or through a promotion process. In the case of a promotion, the process should observe the following guidelines.

#### Qualifications

Associate professors (fixed term) must have served at least five years at the rank of assistant professor and possess at least a doctoral degree or its equivalent in an academic field related to his or her teaching responsibilities. Promotion to associate professor (fixed term) is not guaranteed by instructional service for a minimal number of years, but is a recognition of outstanding teaching and/or other contributions to the unit's pedagogical mission. Performance of the candidate should demonstrate outstanding achievement in the following areas:

- mastery of subject matter;
- classroom instruction (measured by appropriate student evaluations [e.g., SRTE's], 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, and/or advising, if relevant;
- contributions to the program/unit/department 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

### Required:

1. Current curriculum vitae;
2. Narrative statement of no more than three pages explaining responsibilities, accomplishments, and contributions during the Penn State career; and
3. Supporting letter from the department head or appropriate administrator.

### 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, serving on doctoral committees)
5. Supporting letter from the appropriate department committee.

## Process

- The review process may be initiated by the faculty member or the department head and begins with consultation between the candidate and the head to determine the advisability of a formal application for promotion.
- If the department head is in agreement, the candidate will prepare the materials listed above and submit them to the appropriate department faculty committee.
- 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 dean will review the submitted materials along with the recommendations from the department committee and the department head and will decide whether or not to offer promotion. The dean will share the results of the review with the candidate.

Where assistant professors have budgeted joint appointments or are assigned responsibilities in more than one academic unit, their home-budget unit will administer the 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 head adds his or her recommendation.

Assuming the promotion is approved, a salary increase in addition to an annual merit increase will be provided.

Endorsed by the College of Education Faculty Council on April 23, 2009