

Fixed-Term & Research (FT&R) Faculty Promotion Guidelines and Procedure

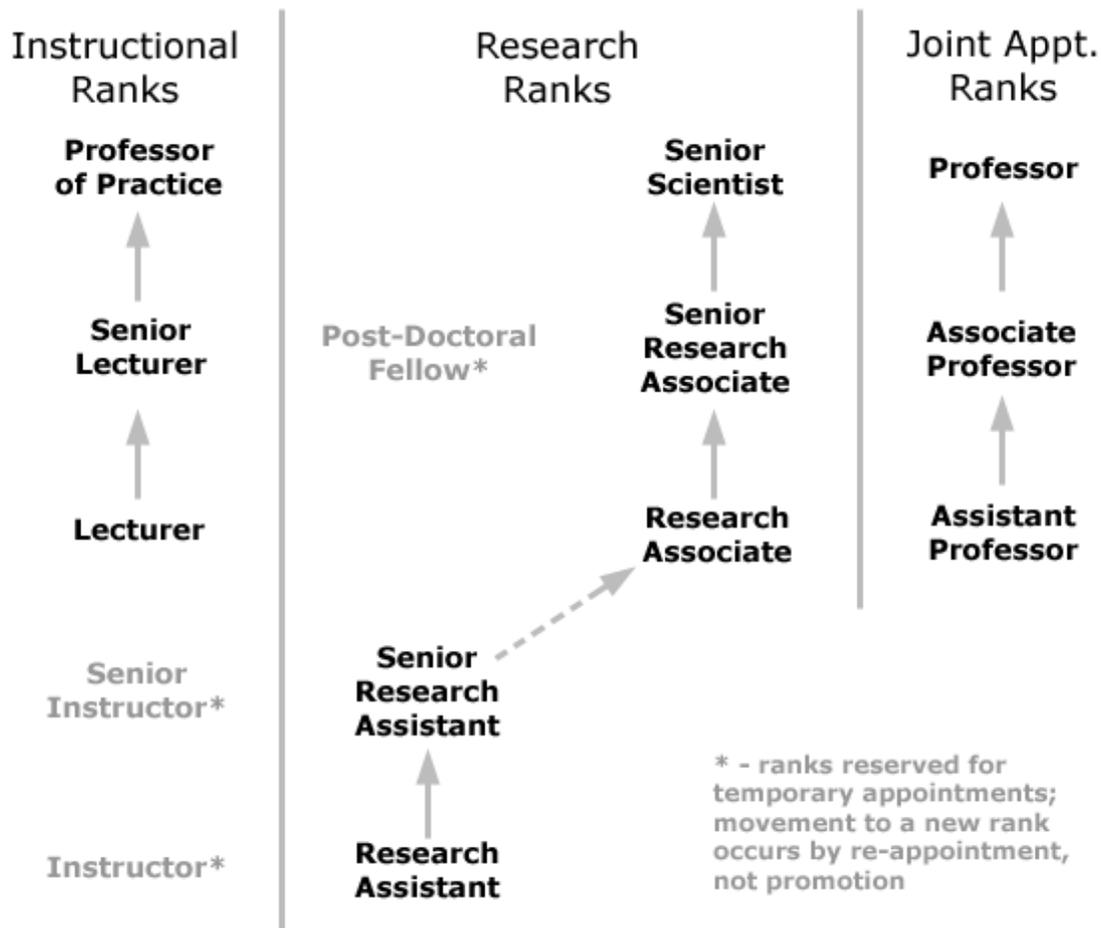
Department of Geography

Approved by the Geography Faculty 20 April 2005

Purpose: This procedure is intended to ensure that opportunities for professional advancement and satisfying careers are available to outstanding Geography faculty members who are not eligible for tenure. Representatives from the GeoVISTA Center, John A. Dutton e-Education Institute, Cooperative Wetlands Center, and the tenure-track faculty developed this procedure and associated promotion criteria in the context of existing University (HR-23) and College policies and guidelines.

General: The procedure applies to FT&R faculty members with an appointment in the Department of Geography. In the case of joint appointments, it is expected that every unit the faculty member is affiliated with will recognize promotion. The titles and career paths for FT&R faculty in EMS are illustrated below.

College of EMS Fixed-Term & Research Faculty Titles & Career Paths



Although no specific time-in-rank requirement exists, it is generally expected that FT&R faculty members will be considered for promotion after six years of service in their position, including time spent in an equivalent position at another institution. If a FT&R faculty member is re-appointed from a temporary position (Instructor, Senior Instructor, or Post-Doctoral Fellow) to a continuing position, the time in service in the temporary position may count toward the six-year guideline if duties were of comparable responsibility.

Merely serving at a particular rank for a period of six years does not guarantee promotion. FT&R faculty members recommended for promotion by their supervisors or mentors are expected to provide evidence of achievement and professional development that consistently exceed minimum performance expectations. FT&R faculty members share responsibility for their professional development with their supervisors/mentors. Promotions result from effective mentoring during annual performance evaluations. The department will ensure that all FT&R faculty are evaluated annually, in accordance with HR-40 **and** as stated in guidelines in the College of Earth and Mineral Sciences Fixed Term and Research Faculty Policy. The success of faculty professional development is predicated on the institution of a rigorous, comprehensive, and meaningful evaluation process. Such a process recognizes the career status of each FT&R Faculty member and their unique set of responsibilities. Thus, the key feature of the annual evaluation process is a detailed and formal job description for each FT&R faculty member, which includes explicit expectations on performance of tasks under each of the appropriate potential roles (teaching, research, and service). This may include a breakdown of responsibilities on a percentage basis across these roles. Given the one-year nature of the majority of fixed term appointments, it is important that job descriptions are reviewed and updated, as needed, for the coming year. They can then serve as appropriate benchmarks for the evaluation of performance.

Criteria: All faculty members, including FT&R faculty members, are expected to contribute to the University's tripartite mission of teaching, research, and service. However, faculty members who are not eligible for tenure typically are expected to concentrate their efforts in one aspect of the mission. Contributions made in the remaining areas should be viewed accordingly. For example, FT&R faculty members whose duties are identified as instructional in nature are expected to demonstrate nominal contributions to research and service. Potential research contributions for instructional faculty could include consultation on research design, assistance on graduate committees, presentations at conferences on web-based instruction or other issues associated with the delivery of education, or independent research projects. Accordingly, for FT&R Faculty members whose duties are primarily research-related, potential contributions to teaching could include assistance on graduate committees, presentation of seminars, development of course proposals, or other informal advising activities. Contributions to service for FT&R Faculty can include participation on departmental, College, or University committees, involvement in professional organizations, review of journal articles, and participation in training workshops. Furthermore, the impact of nominees' achievements will be considered in proportion to each individual's rank (i.e., lecturer vs. senior lecturer, research associate vs. senior research associate).

Criteria for promotion of FT&R faculty members in instructional roles may include (1) demonstrated effectiveness and productivity in the practice of teaching and learning, including testimonials from colleagues across and beyond Penn State; (2) evidence of formal or informal contributions to the University's research mission; and (3) service to the College, University, and/or professional organizations. For those with administrative roles, criteria for promotion may additionally include demonstrated leadership in strategic visioning and planning, project management, and employee mentoring, including testimonials from colleagues across and beyond Penn State. These leadership contributions are expected to focus on administration of teaching and learning.

Criteria for promotion of FT&R faculty members in research roles may include (1) research productivity and impact, including testimonials from colleagues across and beyond Penn State;

(2) evidence of formal or informal contributions to the University's teaching mission; and (3) service to the College, University, and/or professional organizations. For those with administrative roles, criteria for promotion may additionally include demonstrated leadership in strategic visioning and planning, project management, and employee mentoring, including testimonials from colleagues across and beyond Penn State. These leadership contributions are expected to focus on administration of research.

Criteria for promotion of FT&R faculty members in service and outreach roles may include (1) leadership in strategic visioning and planning, project management, and employee mentoring, including testimonials from colleagues across and beyond Penn State; (2) evidence of formal or informal contributions to the University's teaching mission; and (3) service to the College, University, and/or professional organizations beyond departmental service responsibilities.

While working to make contributions in all three areas of the University's mission, it is important that FT&R faculty members' efforts in the areas to which they were assigned do not falter. This is particularly true for research faculty supported by extramural funds.

Selection of College and Department Committees: The Head of the Department of Geography (HOD) shall empanel an FT&R Promotion Review Committee. It is the responsibility of the Promotion Review Committee to review FT&R faculty dossiers and make recommendations to the HOD pertaining to the promotion of FT&R faculty under consideration. The Promotion Review Committee is composed of five members, with three Fixed Term and Research (FT&R) faculty and two tenure-track (TT) faculty. All members will serve a three-year term, with necessary staggering of appointments during the first three years.

Promotion Review Committee members are elected and appointed. The FT&R faculty will elect two FT&R faculty from an identified pool of eligible candidates. The pool will be composed of those holding the rank of Senior Research Associate or Senior Scientist, Senior Lecturer or Professor of Practice, or comparable dual titles. If three eligible candidates cannot be found among those holding appointments within the Department of Geography, candidates from outside of the department shall be eligible and will be solicited for willing participation. The Head of Department appoints the third FT&R faculty member in order to ensure balance and sufficient rank for an odd number of members to evaluate an applicant for top-level ranks. The two TT faculty shall be composed of one elected (by the FT&R faculty) member and one appointed by the HOD, and will hold the rank of Associate Professor or Professor. One alternate TT faculty member will also be elected, in order that he/she may take the place of another TT faculty member who is the supervisor of an FT&R faculty member who will be evaluated by the Promotion Review Committee in that year.

The Promotion Review Committee will elect its chair each year, with the provision that the member elected as chair has previously served on the Promotion Review Committee for at least one year. This criterion will necessarily be waived in the first three years of Promotion Review Committee establishment. The elected chairperson will also serve as the department representative to a College FT&R Faculty Promotion Review Committee that represents all EMS Departments and Institutes.

Procedures: The nominee, in consultation with the supervisor/mentor, will submit a dossier to the Head of Department for an eligibility review. If the HOD concurs with eligibility, he/she will submit the dossier to the department Promotion Review Committee on behalf of the nominee. The Committee will review nominations and will submit recommendations to the HOD.

As specified in College guidelines, the HOD can approve promotion of FT&R faculty members from Research Assistant to Senior Research Assistant. Promotions to Senior Lecturer, Senior Research Associate, Associate Professor, and higher ranks, require recommendation by the FT&R Faculty Promotion Evaluation Committee, a recommendation from the HOD,

recommendation by the College FT&R Faculty Promotion Review Committee, and approval by the Dean.

Dossiers will include:

1. A letter of nomination from the nominee's supervisor/mentor.
2. The nominee's updated curriculum vitae.
3. Materials considered appropriate by the nominating supervisor/mentor and the Committee.
 - a. Materials that demonstrate contributions to the University's teaching mission may include course syllabi and rubrics, student course evaluations, in-class assessments, student interviews, workshop resources, and publications and presentations on the scholarship of learning. For nominees who have served as graduate or undergraduate advisors (either formal or informal), lists of advisees and information that attests to the nominee's advising effectiveness should be included.
 - b. Materials that demonstrate contributions to the University's research mission may include lists of refereed publications, lectures given at Penn State or other universities, paper presentations at academic or professional conferences, proposals submitted, and/or information that attests to the nominee's leadership role in large collaborations. For nominees who have served as graduate or undergraduate advisors (either formal or informal), lists of advisees and information that attests to the nominee's advising effectiveness should be included.
4. For promotion from Research Associate to Senior Research Associate, three testimonials from beyond Penn State that speak to the quality and impact of the nominee's research contributions. For promotion from Lecturer to Senior Lecturer, such testimonials are not required, due to the appropriate internal nature of the instructional role.
5. For promotion to the highest ranks (Professor of Practice, Senior Scientist, and Professor), three testimonials from beyond Penn State along with evidence of significant independent work. In the instructional ranks, evidence may include the development of new teaching materials, awards for instruction, and/or publication in educational journals. In the research ranks, evidence may include first authorship on refereed publications, invited lectures at other research institutions, proposals submitted as principal investigator, and/or media accounts of research.
6. Other relevant materials considered appropriate by the nominating supervisor/mentor and the Committee.

For each nominee, the Geography Promotion Review Committee Chair will prepare a memo addressed to the HOD that reports and explains the Committee's evaluation and recommendation. A simple majority of the Committee is required for advancement of the promotion request to the HOD for evaluation. In all cases except promotion from Research Assistant to Senior Research Assistant, the HOD will forward his/her own recommendation to the College FT&R Faculty Promotion Review Committee for consideration. The College Committee will forward their recommendation to the Dean who will make the final decision. Following both the Committee's and HOD's evaluation, the HOD and supervisor/mentor will meet with the candidate to orally review the Committee's evaluation and the evaluation letters.

Suggested promotion procedure timetable:

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| October 31 | Nominations submitted by supervisors/mentors to HOD and department FT&R Promotion Review Committee |
| December 31 | Department FT&R Promotion Review Committee recommendations forwarded to HOD. |
| January 31 | HOD forwards dossiers and recommendations to the College FT&R Promotion Review Committee. |

- March 30 College FT&R Promotion Review Committee forwards dossiers and recommendations to the Dean.
- May 31 Dean notifies nominees of outcomes.