PennState
College of Health and
Human Development

Summary of Revisions to the Promotion & Tenure
and Non-Tenure Line Promotion Guidelines
for the 2024-2025 Cycle

2024 – 2025 Tenure-Track Faculty Promotion & Tenure Guidelines

- II. Review Procedures
  - B.) Focus at the two levels:
    - Addition to this section includes link to the HHD Guidelines webpage (pg. 3)
  - C.) College Level Review Committee
    - 3. Operation
      - Addition of rating section. Rating for each of the scholarships will be consistent and utilize the following rating scale: excellent, very good, satisfactory, unsatisfactory. This guidance was recommended by the HHD College Promotion & Tenure Review Committee. (pg. 4)
- III. Documentation Requirements
  - B.) The Scholarship of Teaching and Learning
    - 3. Evaluation shall rely upon…
      - Addition regarding the switch from SRTE's to SEEQ. Updated areas that mentioned SRTE to now refer to SEEQ. Guidance for this came down from VPFA. (pg. 5 & 6)
    - 4. Effective July 1…
      - Reaffirming that alternate assessments will not be utilized moving forward but that any dossiers that currently contain them, will retain them. Guidance for this came down from the VPFA. (pg. 6)
  - E.) External Letters of Assessment
    - 2. Identification of reviewers.
      - Amount of reviewers needed from each party has been updated and the addition of a back-up potential reviewer list has been added. Summary: five primary names provided by candidate, three primary names from unit review committee plus three back-up names, and three primary names from the unit head plus three back-up names. (pg. 8)
    - External evaluation letters.
      - Section added noting the preferred composition of external review letters expected to be received for each candidate. Preference is listed as minimum of four letters with one letter from a name submitted by the unit committee, one letter from a name submitted by the unit head, and two letters from names submitted by the candidate. This is a loose preference and will not guarantee the composition of received letters. (pg. 8)
    - Materials sent to external reviewers.
      - Number of sample publications required has been updated from a range to a firm amount of five. (pg. 8)
- IV. Feedback to the Candidate and Academic Administrators
  - C.) Upon completion of the entire review process
    - Section was added regarding newly developed Post-Cycle Request for Faculty to View Promotion & Tenure Review Letters guidelines. (pg. 10)

2024 – 2025 Non-Tenure Line Faculty Promotion Guidelines

Note: Overall changes to layout and formatting have been made to be more consistent with the P&T Guidelines.

- I. Introduction
  - A.) General
    - 2. These policies…
      - This section was added in its entirety to provide external resource/guidance and be consistent with P&T guidelines. Links to *University Policy AC21, Definition of Academic Ranks* and VPFA Promotion and Tenure webpage (pg. 1)
- II. Definition of Academic Ranks
  - D.) Table 1. Ranks for Teaching and Research Faculty (pg. 3)
    - This entire table was added to help faculty and administrators delineate an NTL faculty member's rank. Please review the table for a more easy-to-read-visual, but the information is listed here as well.
    - Non-Tenure Line Faculty Members with a Non Terminal Degree – Rank 1: Instructor, Researcher; Rank 2: Assistant Teaching Professor; Assistant Research Professor; Rank 3: Associate Teaching Professor, Associate Research Professor
    - Non-Tenure Line Faculty Members with a Terminal Degree – Rank 1: Assistant Teaching Professor, Assistant Research Professor; Rank 2: Associate Teaching Professor, Associate Research Professor; Rank 3: Teaching Professor, Research Professor
    - Individuals who do not currently have a terminal degree (Doctorate) are not eligible for the rank of Professor.
- VII. Promotion Review
  - B. Timing of Reviews
    - 1. Faculty may compile their dossier in their fifth year but may not be promoted until their sixth year. This section was added per VPFA recommendation. (pg. 5)
  - I. Documentation
    - These items were already required and are now explicitly listed. (a., c., e., and h.)
      - Non-Tenure Promotion Signature Form, Non-Tenure Line Faculty Promotion Guidelines at both College and Unit Level (if applicable), Job description memo provided by academic unit head and/or center director, Candidate's Signature Page. (pg. 9)
    - i. Candidates engaged in teaching should…
      - Also updated was any reference to SRTE now reference SEEQ. (pg. 9 & 10)
      - Addition reaffirming that alternate assessments will not be utilized moving forward but that any dossiers that currently contain them, will retain them. Guidance for this came down from the VPFA. (pg. 10)
    - l. External Letters of Assessment
      - Faculty members will provide an updated curriculum vita (CV) and five sample publications of research and/or scholarly work that illustrates their program of research.
      - Number of sample publications required has been updated from a range to a firm amount of five. (pg. 11)

Implementation of Overall Timetable

- Creation of the Timetable for TT & NTL Tenure and/or Promotion Reviews in Spring of 2024. Henceforth, an updated timetable will be released before the updated guidelines every spring to provide transparency towards expected deadlines and action items.