

## Update of Promotion and Tenure Procedures at the College of Medicine for Academic Year 2015 – 2016

Please note the following clarifications of promotion and tenure procedures for AY 2015-2016. Information is also available on the Office of Faculty Affairs website: <http://www.pennstatehershey.org/web/facultyaffairs/home>. Questions may be directed to the Office of Faculty Affairs ([cweisman@psu.edu](mailto:cweisman@psu.edu); [cdevine@hmc.psu.edu](mailto:cdevine@hmc.psu.edu)).

### **External Letters of Evaluation for Promotion or Tenure Reviews**

For each candidate undergoing a formal review for promotion or tenure, the Office of Faculty Affairs solicits at least 4 external letters of evaluation. ***These letters must be addressed in the letters provided for the Dossier by the Departmental Promotion and Tenure Committees and by Department Chairs.*** If any of the external letters contain negative comments or recommendations, the Departmental Committee and Departmental Chair letters should explain whether or not they agree with the external evaluators. This information is important for the next level of review.