PENNSTATE HERSHEY
College of Medicine

COLLEGE OF MEDICINE
PROMOTION PROCESS FOR FIXED-TERM INSTRUCTORS AND RESEARCH ASSISTANTS

This guideline pertains to promotions of fixed-term Instructors (Instructor to Senior Instructor; Senior Instructor to Assistant Professor) and Research Assistants (Research Assistant to Senior Research Assistant; Senior Research Assistant to Research Associate).

The promotion process for fixed-term Instructors and Research Assistants is initiated by the Department Chair and does NOT require the preparation of a Dossier. Consideration for promotion requires review of the candidate's CV and eligibility for the next higher position by the departmental P&T Committee, the Department Chair, and the Dean. *As with all promotions, these promotion reviews occur on an annual cycle and must be formally submitted to the Office of Faculty Affairs by March 1 to be effective July 1.*

The recommendation from the Department Chair should indicate the role and expectations of the faculty member upon promotion, and also the proposed effort allocation across the mission areas. It is expected that the Department Chair will communicate any changes in job expectations and effort allocation to the faculty member upon approval of the promotion by the Dean.

Submission Process: The candidate's CV, the promotion recommendation letter from the Department P&T Committee, and the promotion recommendation letter from the Department Chair are submitted to the Office of Faculty Affairs ***no later than March 1.*** If approved by the Dean, the promotion takes effect on the following July 1.

For questions, please contact Carol S. Weisman, Ph.D., Associate Dean for Faculty Affairs, at cweisman@psu.edu, extension 6690; or Cindy Devine, OFA Administrative Coordinator, at cdevine@hmc.psu.edu, extension 4432.

Penn State Policy HR-21 Definition of Academic Ranks
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