Promotion and Tenure Workshop - 2013

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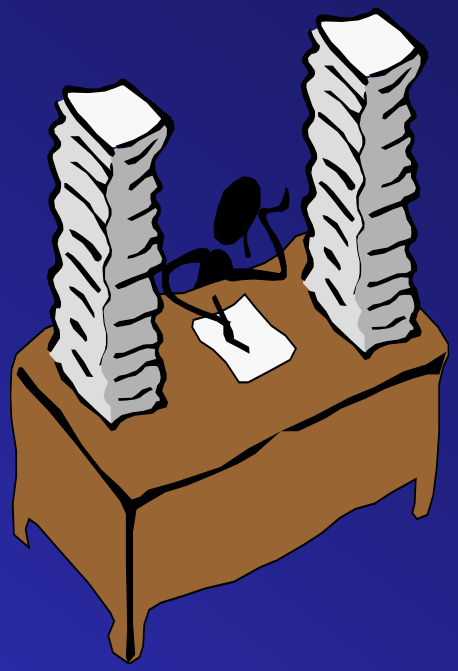
Review HR-23 (P&T Procedures and Regulations) and Other Documents

- Located on Web at: http://www.psu.edu/vpaa
  - HR-23 Policy
  - Administrative Guidelines for HR-23
  - Frequently Asked Questions
- College and Department Materials
  - P&T Guidelines
  - Committee Lists & Administrators



Processes & Procedures Are Critical

<u>Procedural Errors Are Avoidable!</u>
(And Costly)

Become, and remain, informed of (1) HR23 and (2) the Administrative Guidelines.

Be familiar with your unit guidelines.

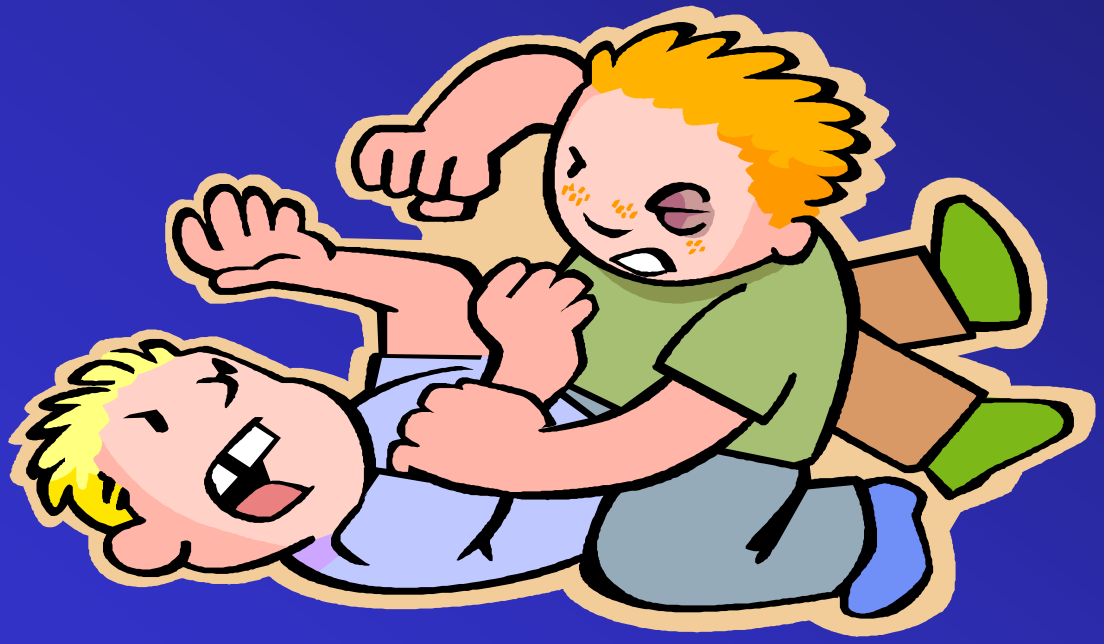
If you are unsure of a process or procedural element . . . ask!

Annual Reminder

Promotion & Tenure Rules for Administrators and Committees

- Do everything you can to help faculty members to succeed, but make the necessary judgments when the time comes to make them.
- Understand our system of checks and balances, of independent but mutually informed recommendations by faculty peers and administrators reviewing the same set of materials.
- Recognize our goal: to achieve a faculty appropriate to a major research university with a commitment to teaching and service, so that the internal and external reputations of each unit are constantly improving.

Respectful, civil, and thoughtful disagreements and deliberations are to be expected, and are part of a healthy, academic discourse.



Confidentiality

- Essential to the process.
- Responsibility of everyone involved to support this basic tenet.
- Candidates should not prod committee members or administrators . . . <u>and</u> . . . committee members and administrators should not divulge information to candidates, or anyone, through words, innuendos, or gestures.
- Confidentiality extends into the future; it is forever!

Levels of Independent Review and Judgment

- Department/Campus Level
  - Most familiar with candidate's discipline, quality, and quantity standards.
- College Level
  - Evaluate record using the college criteria and expectations in context with the departmental criteria.
  - Strive for consistent standards within the college.
- University Level
  - Ensure compliance with both departmental and college standards while striving for consistent faculty excellence across the University.

Candidate's Narrative Statement

- The intent is for the candidate to place her or his work and activities into the context of her or his overall goals and agendas.
- No longer than 1-2 pages (maximum of 3 pages).
- Can be written as a single statement at the beginning of the dossier OR divided into 3 parts to accompany the RST sections of the dossier.
- This is an important component of the dossier.

External Letters

- Avoid fellow graduate students, co-PIs, former faculty colleagues, and significant collaborators.
- Use judgment and discretion.
- No contact between the candidate and the reviewer.
- Colleges that make courtesy advance contacts to potential reviewers should make such calls through the dean or department head.

Composition and Size of Review Committees

- Review committees should have at least 3 members.
- Avoid tie votes by having an odd number of committee members; thus limiting the possibility of tie votes to the rare occasions of abstentions. A tie vote is treated as a negative recommendation.
- University Committee: 11 members (7 elected by Faculty Senate; 4 appointed by the President).

2013-14 Administrative Guidelines

A few minor adjustments but no major changes:

- Placement of the candidate's signature statement was moved to before the dossier dividers.
- Placement of the secondary department head's letter is to be before the department review committee's letter.
- The Scholarship of Teaching and Learning: Reordered and the placement of students' comments is last.
- Patient Care Activities: Clarification of the documentation needed to be included in the dossier.

2013-14 Administrative Guidelines (Continued)

- The Scholarship of Research and Creative Accomplishments: Clarification of the section on papers, presentations, seminars and workshops, and the definitions for funded projects, grants, commissions, and contracts.
- Statements of Evaluation of the Candidate by Review Committees and Administrators: Placement of the secondary department head's letter.

Frequently Asked Questions

- Who is responsible for preparing the dossier?
- With some colleges going toward the Activity Insight generated dossier, won’t some dossiers look different than others?
- Are peer reviews of teaching accessible for review by the candidate at the time when the candidate signs that he or she has reviewed the dossier?

Frequently Asked Questions (cont.)

- What is appropriate to include in the dossier regarding staying of the provisional tenure period?
- Why don't committees review "stay" requests?
- Can collegiality be a factor in tenure reviews?
- When must consultations occur in a review?
- Can a person be terminated as a result of a 2nd OR 4th -year review?
- Are all decisions reviewed by the University P&T Committee?

6th-Year Tenure Reviews

- In 2011-12, there were 94 6th-year tenure cases.
  - 13 cases were denied at the college level and never reached the University level.
  - 81 cases were forwarded to the University Committee. 80 cases (including 10 early tenure cases) had positive recommendations by the submitting dean.
  - Of the 81 cases, the University Committee recommended 80 cases. President Erickson granted tenure for the 80 cases; therefore, one (1) denial occurred at the University-level of review.
- **85%** received tenure (80 of 94 cases).

6th-Year Tenure Reviews

- In 2012-13:
  - 99 cases were forwarded to the University Committee. All cases (including 7 early tenure cases) had positive recommendations by the submitting dean.
  - The University Committee recommended and President Erickson granted tenure for all 99 cases.

What % Achieve Tenure?
(Annual Tenure Flow Report)

What % of Penn State faculty earn tenure after 7 years?**

- 1990-2005 Cohorts: 59%
- Female: 52%
- Male: 61%
- Minority: 54%
- Non-Minority: 59%

** – Similar for 10 AAU Peers

http://www.psu.edu/ufs/agenda/2012-2013/mar2013/appj.pdf

Questions!