

GUIDELINES FOR FIXED-TERM ACADEMIC RANK

College of Arts & Architecture

PURPOSE OF GUIDELINES

The purpose of the guidelines is to review requirements and to best address academic unit's need for flexibility in academic staffing, its interest in ensuring academic quality with the goal of providing consistency, equity, and recognition for fixed-term faculty members.

The guidelines provide guidance on the qualification necessary for appointment or promotion of fixed-term faculty. Guidelines must follow University Policy HR-21 Definition of Academic Ranks and the Administrative Guidelines for HR-23, Promotion and Tenure Procedures. The guidelines below reflect typical appointments and appointment titles used in the College of Arts and Architecture, as defined by HR-21. Please refer to HR-21 for definition and use of other academic appointment titles not listed below.

ACADEMIC RANK

- 1. Instructor.** An instructor should possess at least a master's degree or equivalent professional experience, or be an active candidate for an advanced degree, in an academic field related to his/her teaching specialization.
- 2. Senior Instructor.** The senior instructor should possess at least a master's degree or its equivalent professional experience in an academic field related to his/her teaching specialization; must have demonstrated ability as a teacher and adviser; and must have shown evidence of professional growth, scholarship, and mastery of subject matter.

The senior instructor position is designed to be a promotion opportunity, with a recommended period of at least five years in rank as an instructor before consideration for promotion.

- 3. Assistant Professor.** The assistant professor should possess a doctor's degree, the terminal degree in the field or its equivalent in organized research or professional experience; must have demonstrated ability as a teacher; and must have shown definite evidence of growth in scholarly, artistic, or professional achievement.
- 4. Associate Professor.** The associate professor should possess the same qualifications as the assistant professor but must also give evidence of an established reputation in scholarly, artistic, or professional achievement.

The rank of associate professor (fixed term) recognizes the qualifications and achievements of full-time (FT-1 and MYFT), non-tenure line College of Arts & Architecture faculty members with special qualifications and abilities in pedagogy. This rank may be achieved as part of the appointment process or through a promotion process.

Associate professors (fixed term) must have served at least five years at the rank of assistant professor and possess at least a doctoral degree, terminal degree in the field or its equivalent in an academic field related to his or her teaching responsibilities.

Promotion to associate professor (fixed term) is not guaranteed by instructional service for a minimal number of years, but is recognition of outstanding teaching and/or other contributions to the unit's pedagogical mission.

- 5. Professor (or Professor of Practice).** In addition to the characteristics of the members of the lower ranks, the professor should give evidence of a marked capacity for creative work and of leadership in his or her field of specialization. This rank should be reserved for person of proven stature in teaching and/or research

The professor of practice title for this rank is limited to those individuals who are non-tenure-track faculty who may not have had the traditional academic background that is typical of faculty as they move through the professorial ranks. The title of professor of practice should be reserved for persons who have accumulated a decade or more of high level and leadership experience in the private or public sectors outside the academy that would provide a unique background and wealth of knowledge that is of particular value as it is shared with the College's students and other faculty. Prior to an offer being extended to an individual being considered for the professor of practice title, the appropriate dean or academic administrator shall consult with, and receive approval from the Vice Provost for Academic Affairs.

- 6. Visiting Appointment:**

According to policy HR06, visiting appointment designates an appointment in which "visiting" is part of the title. Such an appointment is non-regular, whether full-time or part-time. All other conditions for either Fixed-Term I or II appointment apply to visiting appointments. Visiting appointments apply to academic personnel only.

Visiting Assistant Professor. The visiting assistant professor should possess a doctoral degree, the terminal degree in the field, or their equivalent in organized research, creative accomplishment, or professional practice and must have demonstrated ability as a teacher, scholar, or professional artist and shown definite evidence of growth to the field.

Visiting Associate Professor. The visiting associate professor should possess the same qualifications as the assistant visiting professor, but must also give evidence of substantial accomplishment in scholarly, artistic, or professional achievement.

Visiting Professor. In addition to the characteristics of the members of the lower ranks, the visiting professor should give evidence of a marked capacity for research, creative work, and leadership in his or her field of specialization. This rank should be reserved for persons with an established national reputation in teaching and in scholarly, artistic, or professional achievement.

INITIATION OF REVIEWS

The review process for nomination for promotion from instructor to senior instructor, from assistant professor to associate professor, from associate professor to professor is normally initiated by the director/department head or by the appropriate school/department faculty committee after consultation with the unit head. Individual faculty members may recommend themselves for nomination to the unit head or the faculty committee, but the nomination is

subject to approval by the unit head or the faculty committee. If either the unit head or the faculty committee believes the faculty member is ready for consideration, then a review shall be conducted. The unit head will notify the faculty member in writing of his/her nomination and the faculty member will submit his/her dossier materials as described below.

TIME SCHEDULE

The preparation of the dossier is the responsibility of department heads and school directors, in consultation with the faculty member being reviewed. Internal deadlines for the preparation of the factual materials to be included in the dossier, details about required materials, and deadlines for the internal review process are the responsibility of the unit. All reviews must be completed at the departmental level and forwarded to the Dean by March 31.

CRITERIA AND PROCEDURES FOR EVALUATION

1. Contribution to the institutional and program needs of the unit will be the principal criterion against which every faculty member's fulfillment of assigned responsibilities will be measured.
2. The basis for the review of candidates will be the material in the dossier and the teaching portfolio or other supplemental support materials submitted by the candidate. Given the diversity of departments and schools within the College, individual schools and departments may construct discipline-specific guidelines; however, all must be consonant with these broad guidelines. Contributions must be shown in each of the following areas:
 - mastery of subject matter;
 - classroom instruction (measured by appropriate student evaluations [e.g., SRTE's], peer evaluations, and other student evaluations);
 - professional engagement related to teaching, research, and/or advising, if relevant;
 - contributions to the school/department as a whole in terms of curriculum development, collaborative involvement with tenure line and fixed-term faculty, administrative and organizational functions, if relevant; and
 - service to the campus, the college, the public, and the profession, if appropriate (e.g., service on department committees or other professional service to the university community).

Materials to be submitted by the candidate:

1. Current curriculum vitae;
2. A dossier, typically following the outline used for other faculty promotion and tenure reviews, to include:
 - Narrative statement of no more than three pages explaining responsibilities, accomplishments, and contributions during the Penn State career; and
 - Teaching materials to include a list of courses taught, a list of advising responsibilities, membership on thesis/research/honors/recital and similar committees, a summary of

appropriate student evaluation data (e.g., SRTE scores), and other evidence of resident or outreach-based teaching and advising effectiveness;

- A listing of research and creative accomplishments, as appropriate
 - Service contributions
3. A teaching portfolio, which might include syllabi, online course materials, other supportive course materials, SRTE comments, examples of student work, etc. Other supplemental support material to document the candidate's research and creative accomplishments may be submitted as appropriate. These materials will support the unit level review and may also be requested at further review levels.

Other dossier materials (as specified in school/departmental guidelines) to supplement materials submitted by the candidate:

1. A summary of SRTE comments compiled by the director/department head;
2. Teaching observations by the school/department committee;
3. If a unit chooses, feedback from students or former students may be solicited by the director/department head;
4. A limited number of internal letters may be solicited by the director/department head from faculty, who have direct knowledge of the teaching, creative work, scholarship, and/or service of the person being evaluated.
5. The candidate may review the added materials and, in cases where information is viewed to be factually incorrect, the candidate should discuss his/her concerns with the director/department head, who will try to resolve concerns within ten working days.

Process:

- The school/department faculty committee will be formed to review the dossier and other materials and make a written recommendation to the director/department head. The director/department head will then make a written recommendation to the dean. Units have flexibility in setting up the faculty committee for single title positions such as instructor but for professorial titles (assistant, associate, professor) units must use a department peer committee. Only tenured faculty should be eligible to serve on peer promotion committees and only faculty of higher rank than the candidate should make recommendations about promotion.
- The dean will review the submitted materials along with the recommendations from the director/department head and optional faculty committee and will decide whether or not to offer promotion. The dean will share the results of the review in writing with the candidate and director/department head no later than May 15.

- Any promotion should be accompanied by a raise, which is subject to the approval of the unit head/dean and funded by the academic unit.