

PENN STATE UNIVERSITY
COLLEGE OF ARTS AND ARCHITECTURE
PROMOTION AND TENURE GUIDELINES

It is understood that all College and Departmental guidelines will adhere to Policy AC-23, the University's Promotion and Tenure Procedures and Regulations and to all University Guidelines and Provost's Office directives. They will be updated accordingly. Given the diversity of departments and schools within the College, schools and departments may construct discipline-specific guidelines which, however, must be consonant with these guidelines.

I. UNIT COMMITTEES

By the end of the spring semester, each academic unit in the College of Arts and Architecture will have established its own Promotion and Tenure Committee for the following year. Guidelines and procedures for establishment for these committees, approved by each unit faculty, will be on file in the Office of the Dean. The document will specify the composition of the committee, the term of membership, and the method of choosing a chair. Academic units are charged with evaluating all candidates for promotion as well as reviewing the progress toward tenure of all tenure-track faculty during the 2nd, 4th, and 6th year of provisional service to the University.

Committees shall evaluate each candidate based on established criteria in each of the three areas of consideration. The descriptor used to assess the level of contribution (Excellent, Very Good, Satisfactory, Unsatisfactory) shall be a consensus of the committee view, including any statement(s) of minority opinions. Only one evaluative statement letter is written and should contain the committee's overall vote for each promotion and/or tenure action. The aim should be to arrive at a unanimous decision for the overall recommendation as well as for the evaluative descriptor for each section of the dossier. If unanimity is not possible, the Committee should record the vote count and then justify the rationale for the majority and the minority opinions for each descriptor and, if necessary, for the overall recommendation.

See Attachment A, "Procedures and Deadlines" for more on unit committee selection.

II. PREPARATION OF DOSSIERS –

Please see Attachment A for deadlines that are updated annually

The preparation of the dossier is the responsibility of department heads/school directors, in consultation with the faculty member being reviewed. The preparation of the factual materials to be included in the dossier should take place over the summer months and be completed by the candidate no later than September 1.

External evaluators of the candidate's creative accomplishment and research are approved by the dean. The candidate should suggest outside evaluators to the department head/school director who will add additional names not suggested by the candidate. This composite list, of at least eight names, should be forwarded to the

dean no later than May 1. The dean may add additional names to the list. Unit heads will begin the process of contacting potential external evaluators over the summer to secure their agreement to serve in the fall. Normally, five to seven external evaluators will be selected (including a representative number of evaluators from both the candidate's and the department head's/school director's suggestions). Internal unit letters, other than peer teaching observations, are discouraged; they are not part of the standard dossier for consideration at the college and university level.

A request to consider an early tenure review (prior to the sixth-year review) will be considered only in extraordinary and exceptional cases. Any requests for an early tenure review must be submitted by the dean to the Provost's Office for approval for consideration before processing the dossier.

Reviews for promotion are initiated by the unit head after consultation with a group of full professors in the units. This may be those on the unit's promotion and tenure committee or it may be an ad hoc group of full professors that includes some from cognate disciplines, not necessarily in the same unit.

III. COLLEGE COMMITTEE

The duties of the committee include reviewing unit recommendations for promotion and tenure in accordance with the guidelines set for in AC-23.

The College Committee on Promotion and Tenure will be composed of six members¹ selected as follows:

One member to be elected by the faculty of the Department of Architecture, the Department of Art History, the Department of Landscape Architecture, the School of Music, the School of Theatre and the School of Visual Arts.

The unit representative to the College P&T committee should be elected by March 15. This will allow the chair and/or members of all P&T committees to attend a college-wide promotion and tenure workshop to be held in late March or early April. The term of membership will be two years and will be staggered. Members should be elected who will have the standard college committee meeting time available during the follow academic year. The college committee will elect its own chair. The dean may appoint up to two additional members as prescribed by AC-23.

Only one evaluative statement letter is written and should contain the committee's singular overall vote for each promotion and/or tenure action. When the committee has not reached a unanimous vote on a candidate, the evaluative statement shall include a discussion of the reasons for divergent opinions.

IV. PROMOTION AND TENURE CRITERIA

¹ For future consideration, this may be adjusted to be an uneven number to avoid any tie votes. To date, this has not been an issue. However, in the 2018 Dean's Office review of these guidelines, this issue is noted for future consideration.

In addition to the general criteria listed in AC-23, the College of Arts and Architecture is often concerned with more specific values. The College regards the quality of teaching, the quality of research or creative accomplishment, and the quality of outreach and public service all to be important. The integration of these three elements is also highly valued. It is the unit head's responsibility to determine on a faculty by faculty basis the appropriate balance among these three elements.

It is also the unit head's responsibility to make clear to every faculty member what is expected in each of these areas and assure that this information is present in the dossier. It is expected that there is correlation between the annual evaluations, goals, and assignments for the faculty member and the unit head's expectations outlined for each section of the dossier.

Given the diversity of departments and schools within the College, schools and departments may construct discipline-specific guidelines which, however, must be consonant with these guidelines.

University promotion and tenure guidelines require consistent use of specific descriptors for the area of teaching, which the College has adopted for all categories.²

EXCELLENT – The responsibilities and expectations of the position are exceeded in a sustained, outstanding manner.

VERY GOOD – The responsibilities and expectations of the position are exceeded.

SATISFACTORY – The responsibilities and expectations of the position are met at a basic level.

UNSATISFACTORY – The responsibilities of the position are not fulfilled.

Only one evaluative statement letter is written and should contain the committee's overall vote for each promotion and/or tenure action. The aim should be to arrive at a unanimous decision for the overall recommendation as well as for the evaluative descriptor for each section of the dossier. If unanimity is not possible, the Committee should record the vote count and then justify the rationale for the majority and the minority opinions for each descriptor and, if necessary, for the overall recommendation.

1. The Scholarship of Teaching and Learning

The College is dedicated to maintaining rigorous academic standards with an awareness of the particular needs and aims of its individual departments and schools. Thus, the faculty member is responsible for the recognition of a student's talents and abilities and for fostering them both by means of effective teaching and by setting an example in creativity, performance, exhibition activity or scholarship, as may be appropriate to the discipline. In addition to inculcating a mastery of subject matter, instruction is to be directed toward developing the student's ability to communicate.

² The College adoption of university descriptors became effective in September 2018. There was not sufficient time to change unit descriptors for the 2018-19 academic year. All units are encouraged to adjust their guidelines to be consistent with university policy by Spring 2019.

The College requires all sections of all courses be evaluated by the SRTE every time it is taught, except when there are fewer than five students in the class, whereby the students' anonymity might be compromised. The results from each of these evaluations must be included in the dossier. In some divisions of the College, a great deal of teaching is extended beyond the classroom. Therefore, in evaluating teaching in such areas, one must also judge the conduct of rehearsals, workshops and critiques. In areas where the normal operation of the department/school requires working closely with other faculty and students, it is expected that the candidate will interact with those individuals in an effective and productive manner.

In graduate programs, teaching is considered to include the supervision of theses or graduate projects and the guiding of advanced students toward professional careers. Advising and counseling are part of the teaching process.

2. The Scholarship of Research and Creative Accomplishments

Creative or interpretive contributions in design, visual and performing arts are of special importance in the College of Arts and Architecture. Artistic creation and scholarly research are valued equally. Accomplishments are expected to be of high quality and of artistic, scholarly and/or professional significance. Contributions may include: new works of arts; design (architectural, landscape, graphic, theatre); musical or theatrical performance; scholarly publication; preparation of and participation in exhibitions; commissioned and professional work; other comparable artistic and scholarly achievements. The College expects faculty members to be professional role models for students through an active commitment to research and/or creative activity.

There should be evidence of a thorough understanding of a faculty member's particular discipline through attendance, participation, and presentation at scholarly and professional meetings. There should also be evidence of a recognized reputation in the subject matter field as shown by invitations to lecture, to serve on panels, or to be a visiting artist, architect, scholar, judge, juror, or referee. The development of new courses and the refinement of existing courses in the faculty members discipline can also be cited as evidence of scholarship and mastery of subject matter.

3. Service and the Scholarship of Service to the University, Society, and the Profession

The dossier should contain evidence of the faculty member's contributions to departmental, college, and university committees and programs, and to the public through the extension of specialized knowledge and service to local, state and national service and professional organizations.

Amended and Approved by the Faculty: Apr. 18, 2000

Revised to reflect Senate legislation from March 26, 2002

Revisions approved by Faculty, Oct. 6, 2006.

Editorial changes made to reflect recent campus restructuring of the University: July 19, 2005

Revised to reflect University guidelines and College restructuring, Spring 2012

Revised to reflect University guidelines and College practice, Sept. 25, 2018.

Attachment A
College of Arts and Architecture
Procedures and Deadlines for
Promotion and Tenure for 2018-19

Promotion and Tenure Committees:

Unit P&T committees should be elected, preferably with the chair appointed, no later than March 15. The unit representative to the College P&T committee also needs to be elected no later than March 15. This will allow the chair and/or members of all P&T unit and college committees to attend a college-wide promotion and tenure workshop to be held in late March or early April.

The unit representative to the College P&T committee should be elected by March 15. This will allow the chair and/or members of all P&T committees to attend a college-wide promotion and tenure workshop to be held in late March or early April. The term of membership will be two years and will be staggered. Members should be elected who will have the standard college committee meeting time available during the follow academic year. The college committee will elect its own chair. The dean may appoint up to two additional members as prescribed by AC-23.

Promotion to Full Recommendations: For the 2018-19 promotion cycle, please submit names of people who are being considered for promotion and/or tenure and early tenure to the Dean's Office by March 23. No later than the deadline of March 23, unit heads who are recommending any faculty member for promotion to full professor for the next year will provide a summary memo to the dean that supports the candidate's eligibility for promotion based on the strength of the record. Any candidate for promotion to full should demonstrate a pattern of excellence or significance of impact in all three areas of scholarship and should be addressed in the head's letter. Along with the head's letter of recommendation, annual reviews from the candidate's most recent post-tenure review (which should be no more than 5 years' worth of annual reviews) will be submitted to the dean electronically.

Promotion or Post-tenure Review: If someone is due for a post-tenure review and the unit head believes he or she is ready for promotion and wishes to propose promotion rather than a post-tenure review, then the unit head will provide the summary letter to seek dean's approval to send the faculty member up for promotion instead, with the annual reviews to follow later. The request to promote instead of doing another post-tenure review should be completed before the deadline for post-tenure reviews. The faculty member should receive the standard AC-40 annual review for the current year.

Early tenure: Early tenure is to be considered only for "extraordinary and exceptional" cases. If you are considering recommending anyone for early tenure and promotion, you need to consult with the dean no later than March 1 to ensure that the dean has time to review all the materials before requesting permission from the Provost's Office to submit someone for early tenure.

External Reviewers: Lists of suggestions for external names of reviewers for all promotion and tenure candidates will be submitted to the Dean's Office no later than May 2 using the

Attachment B: External Reviewer Form. Please make notations of the nature of any personal/professional knowledge of the person. Some of our professional worlds are very small and we must work on as much objectivity in external reviewers as possible. Please include comparable institutions (e.g. CIC; major research university; land-grant, etc.) or some explanation about why a recommendation for a smaller, regional, or private institution or university may be a better place for comparison (e.g. North Texas for music; RISD for visual arts, etc.) Though exceptions for comparable universities may be well-known among our discrete disciplines, the review letters that go forward with external review letters from smaller universities have to be explained in order to educate the university wide committee.

Once the list is approved, you will receive a memo from the dean indicating the next step in the process of who to ask, etc.

If at any time you have any questions, please do not hesitate to contact the Dean's Office.

EXTERNAL REVIEWER EXAMPLE

Joe Smith: External Reviewer List

Rank	Name/order of preference	Nature of any personal/professional knowledge of the reviewer	Unit Head/Director OR Candidate Choice
1.	<p>Frank Scott</p> <p>Professor of Horticulture College of Ag Department of Horticulture La Salle University</p> <p><u>WEBSITE or Link to BIO</u></p>	<p>Professional contact: I know Frank Scott in a professional context over the years as a former Board Member of Horticulture Society and International Horticultural Association and through his collaborative curatorial work with Sam Cook's video on plants.</p>	Unit Head
2.	<p>Lance Gerber</p> <p>Professor, Department of Horticulture Sciences University of Florida</p> <p><u>WEBSITE or Link to BIO</u></p>	<p>Professional contact: I was introduced to Lance Gerber professionally during his time teaching Horticultural Sciences at Carnegie Mellon before he joined the faculty at the University of Florida. I have not worked with him professionally in any real context but am aware of his creative work, collaborations and critical practice.</p>	Candidate