

# Fixed Term & Research Faculty Promotion Procedures

## Department of Geosciences

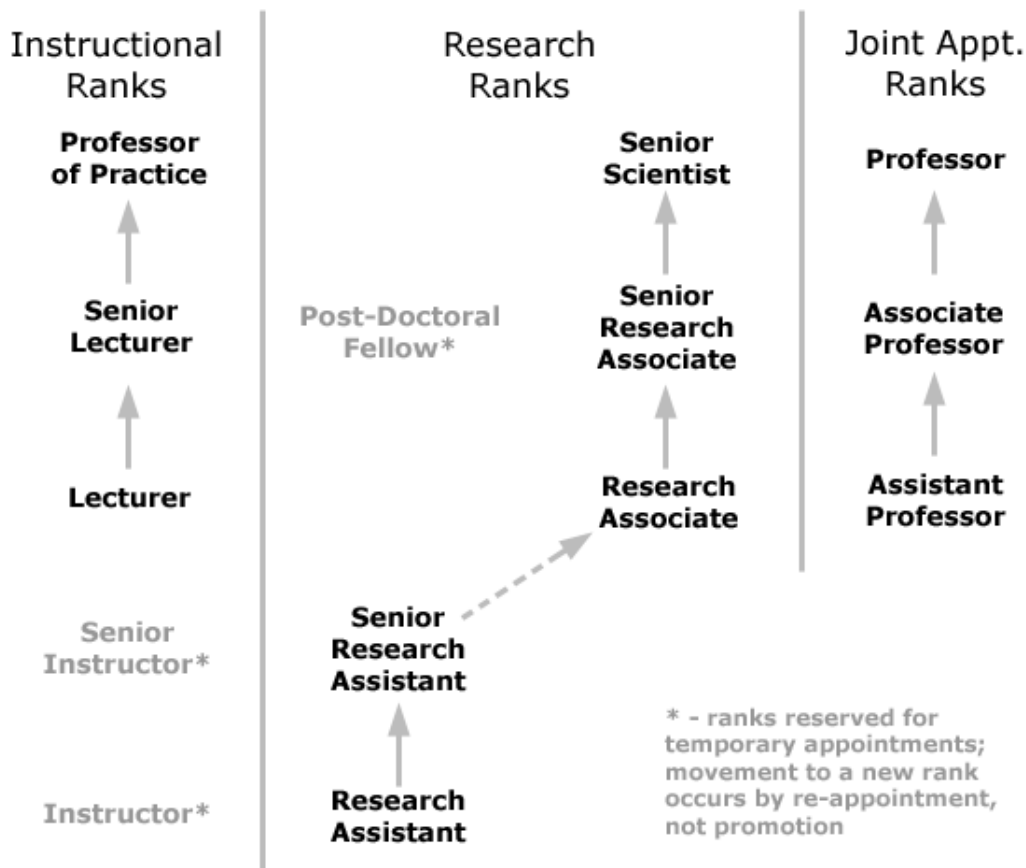
### Purpose

Working within the framework established by University regulations (HR-21, -23, -24) and the College of Earth and Mineral Sciences guidelines for the Fixed Term and Research (FT&R) Faculty (hereafter Document A), the Faculty of the Department of Geosciences wishes to establish criteria and procedures for professional advancement of outstanding faculty members who are not eligible for tenure.

### Personnel Covered

This procedure applies to all FT&R faculty members as defined in Category 1 Table 1 of Document A whose principal appointment lies in the Department of Geosciences.

### College of EMS Fixed-Term & Research Faculty Titles & Career Paths



Within Category 1 the Department recognizes three mission-defined appointments for which expectations for promotion will differ: 1) Research, 2) Instruction, 3) Joint

(research, teaching, and service). Assignment to one of the above appointments, and the details of the job description and duties, are determined at the time of employment by the Head of Department and Dean.

## **Expectations**

### *Research Appointments*

For those with research appointments, a record of accomplishment is expected in research and service. The committee of review for these individuals is the Fixed Term and Research Faculty Promotion Review Committee in the Department of Geosciences (FPRC). Working within the framework established by University and College regulations (HR-21, -23, and Document A), the FPRC will base its recommendations on the scholarly achievements of the faculty members guided by the job description of the appointment. This concept, in our interpretation, encompasses research and other scholarly services to the academic community and society, and involves quality as well as quantity of scholarly production. The most critical measure in our evaluation will be the individual's impact on science, i.e., his or her impact on the field of specialization, colleagues, departmental programs, and students. We wish to promote and reward those who excel in their academic work and thus serve to uphold or enhance our reputation as a distinguished Department of Geosciences.

The Committee's recommendations will be based on merit, not on seniority, although it must be recognized that protracted diligence is required to establish a reputation meeting the criteria set forth above. Although it is recognized that the composition of the faculty, in the long range, is affected by budgetary factors and the evolution of new educational trends, these factors will not be considered in promotional recommendations.

Thus, the two main criteria are: 1) research, creative accomplishment and scholarship and 2) service to the department, the public, and the profession.

### *Instructional Appointments*

For those with instructional appointments, a record of accomplishment is expected in teaching and service. The committee of review for these individuals is the FPRC. Working within the framework established by University and College regulations (HR-21 and Document A), this review committee will base its recommendation on the scholarly achievements of the faculty member, guided by the job description of the appointment. Specifically, the FPRC will consider the following criteria: (1) demonstrated effectiveness and productivity in the practice of teaching and learning; (2) contributions to the literature on teaching and learning; (3) evidence of impact beyond Penn State; and (4) participation in College and University service. The most critical measure in our evaluation will be the individual's impact on higher education, i.e., his or her impact on students, colleagues, departmental programs, and field of specialization. We wish to promote and reward those who excel in their academic work and thus serve to uphold or enhance our reputation as a distinguished Department of Geosciences.

The committee's recommendations will be based on merit, not on seniority, although it must be recognized that protracted diligence is required to establish a reputation meeting the criteria set forth above. Although it is recognized that the composition of the faculty, in the long range, is affected by budgetary factors and the evolution of new educational trends, these factors will not be considered in promotional recommendations.

Thus, the two main criteria are: 1) demonstrated effectiveness and productivity in the practice of teaching, and 2) service to the College and University.

### *Joint Appointments*

According to Document A, Joint Appointments may be of two types, Ad Hoc and On-going. Faculty with Ad Hoc Joint Appointments will be evaluated by the FPRC using criteria appropriate for their primary job assignment (either research or instruction) and HR-24; they will not be discussed further here. Faculty with On-going appointments will be evaluated by a superset of the Geosciences Promotion and Tenure Review Committee for tenure-eligible faculty in the Department of Geosciences (P&T+1 Committee) as defined below.

For those with On-going Joint Appointments, a record of accomplishment is expected in multiple areas of assignment. Working within the framework established by University and College regulations (HR-21 -23), the review committee will base its recommendations on the scholarly achievements of the faculty members, guided by the job description of the appointment. This concept, in our interpretation, encompasses research, teaching, and other scholarly services to the academic community and society, and involves quality as well as quantity of scholarly production. The most critical measure in our evaluation will be the individual's impact on science and higher education, i.e., his or her impact on students, colleagues, departmental programs, and field of specialization. We wish to promote and reward those who excel in their academic work and thus serve to uphold or enhance our reputation as a distinguished Department of Geosciences.

The Committee's recommendations will be based on merit, not on seniority, although it must be recognized that protracted diligence is required to establish a reputation meeting the criteria set forth above. Although it is recognized that the composition of the faculty, in the long range, is affected by budgetary factors and the evolution of new educational trends, these factors will not be considered in promotion recommendations.

Thus, the three main criteria are teaching ability and effectiveness; research, creative accomplishment and scholarship; and service to the University, the public, and the profession.

### **Selection of Committees**

For Research and Instructional appointments the promotion committee is the Fixed Term and Research Faculty Promotion Review Committee in the Department of Geosciences (FPRC). The FPRC will be empanelled by the Head of Department. This committee shall be composed of two tenure-eligible faculty from the Department of Geosciences and three non-tenure-eligible faculty from the College of Earth and Mineral Sciences, at least one of whom must be from the Department of Geosciences. Three members of the committee shall be elected each year by the full faculty of the Department of Geosciences. The two members receiving the most votes will each serve a two-year term; the other member will serve a one-year term. After completion of a two-year term of service, a member may not serve on the FPRC for one year. The chair of the committee shall be elected annually by the membership of the committee and shall serve as the department representative to the College FT&RP Review Committee. The Department Head is excluded from membership on the committee.

For On-going Joint Appointments the promotion committee will consist of the Geosciences Promotion and Tenure Review Committee for tenure-eligible faculty in the Department of Geosciences plus a non-tenure track joint appointment faculty member of higher rank if possible from the dept, otherwise from the College of EMS (hereafter P&T+1).

### **Frequency of Reviews and Initiation of Promotion Procedures**

FT&R faculty will be reviewed every year as required by College policy.

### **Procedures**

Promotion requires recommendation by the FPRC or P&T+1 Committee as appropriate, and a recommendation from the Department Head to be forwarded to the College FT&RP Review Committee, and then to the Dean for approval. Any level of review may recommend to not promote a candidate, but the candidate's file must proceed to subsequent levels unless the candidate elects to withdraw.

### **The Promotion Package**

For On-going Joint Appointment FT&R faculty, the promotion package will consist of the same materials as for tenure-track faculty, with the addition of a memo from the HOD to the P&T+1 committee defining the candidate's job responsibilities. For all others, the following inputs will be solicited by the Head of Department and made available to the FT&RC for evaluation:

1. A memo from the candidate's Department Head to the Committee defining the candidate's job responsibilities.
2. An updated dossier/CV of the candidate.
3. A narrative statement (2-3 pages) prepared by the candidate that indicates how his or her scholarship of research, teaching, and service (as appropriate for the given appointment) warrants promotion.
4. Annual Performance Reviews for the years since the last evaluation by the committee.
5. A memo from the candidate's supervisor (if other than the Head of Department) to the Committee evaluating the record of the candidate.
6. For candidates promoting to the rank of Senior Research Associate, Senior Lecturer, or Senior Scientist, four (4) written assessments from professional peers or clients outside the University with whom the Committee may communicate regarding their qualifications for promotion.
7. The Committee may consider other relevant materials if such material is accepted as significant by both the committee and the candidate.

The Committee Chair will prepare: 1) a summary document on each candidate for promotion, indicating the overall vote of the committee and 2) a brief statement as to why that candidate is or is not being recommended. The Department Head will evaluate the recommendations of the Committee, prepare a memo for each candidate containing his or her recommendation, and forward the recommendations for promotion to Senior Research Associate and higher grades to the College FT&RF Promotion Review Committee for consideration. Following evaluation and determination of promotion eligibility, the Head of Department and supervisor/mentor will meet with the candidate to orally review the Committee's evaluation.

## **Important Dates**

The following dates are offered as a guide:

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| October 31 | Dossier made available to the Head of Department for consideration by the Promotion Committee |
| January 15 | Promotion Committee Chair provides the committee's recommendations to the Department Head     |
| January 31 | Department Head forwards dossiers and accompanying documents to the Dean                      |
| May 31     | Candidates notified of the result   |