

Revisions to the Administrative Guidelines for Policy AC23 for 2018-2019

- III. G.5 (Page 12) – Specified that the log should only include those evaluators who received the items detailed in line 11 of the External Letters of Assessment section.
- Appendix B (Pages 32-33) – Under the Timetable for 2018-19 Promotion and Tenure Reviews, the following is noted.
 - The Timetable for 2018-19 Promotion and Tenure Reviews has been updated.
 - Once the process is complete and candidates are informed by letter of the final decision, all final decisions must be entered in WorkLion by the Human Resources Strategic Partner in the academic unit.
- Appendix F (Page 39) – Under *Dossier Dividers and Forms*, it is noted that the following fields and dossier dividers have been revised.
 - Promotion and Tenure Form (Page 40) -
 - Deletion of “Present” and addition of “Current Exact” to Rank and Title field
 - Deletion of “Date of Stay” and addition of “Date(s) of Stay(s)” to Provisional Tenure field
 - Deletion of “Tenure Status as of Effective Date of Promotion” with the addition of “Date Tenured” field
 - Biographical Data for Promotion/Tenure Review Form (Page 41)
 - III. - Deletion of “Occupational Record” and the addition of “Academic, Government, Military, and Profession Positions”
 - The Scholarship of Teaching and Learning (Page 44) – Addition of “and advising” awards
 - Patient Care Activities– College of Medicine (Page 45). Revised the header/title from “Patient Care Activities” to “Patient Care and The Scholarship of Patient Care.”
 - The Scholarship of Research and Creative Accomplishments (Page 47), Bullet nine – Addition of “research or creative activities” and deletion of “professional activity”
 - Service and the Scholarship of Service to the University, Society, and the Profession (Page 48) – Addition of “bullet four” and “leadership and/or service to the University, community, or profession.”
- Appendix I (Page 54-56) – several clarifications were made to the immediate tenure process.
 - The immediate tenure process should begin prior to the candidate’s start date
 - Given that the committee’s charge is to determine whether the candidate’s record merits the award of tenure, the committee may be composed of tenured faculty members of any rank
 - A list of the documentation to be included for each immediate tenure case is provided.

- A minimum of four external letters is required for each immediate tenure case. Letter writers must be external to Penn State.
 - Letters of reference used in the search process are acceptable if the majority address the candidate's qualifications for tenure.
- FAQ #46 was updated to reflect the change in III. G.5 (Page 12). The change specified that the log should only include those evaluators who received items detailed in line 11 of the External Letters of Assessment section.
 - What is the process for logging in external letters, even when a response is not received or in the case of a letter that is non-responsive?
 - The log should only include those evaluators who received items detailed in line 11 of the External Letters of Assessment section. Do not include preliminary requests made by telephone or by a brief e-mail in which potential referees are asked if they would be responsive to a formal written request. (Appendix F, page 49, dossier divider, "External Letters of Assessment," bullets 1 and 4; page 50, dossier divider, "Log of External Letters")
- Please note that after discussion in ALC and consultation with the University Faculty Senate, a change was made to the following question and answer to FAQ #29.
 - When a previous promotion occurred five or more years ago, how far back may one go in regard to including teaching and service information?
 - Our Guidelines do not specify or mandate a minimum number of years as there is no requirement for time-in-rank to be promoted. Normally, teaching assessments or evaluations and service activities since the last promotion review are included. To provide sufficient evaluations of teaching and service, a faculty member may choose to report information about teaching and service for up to 10 of the most recent years since the last formal review. If using Digital Measures/Activity Insight, be aware that course and SRTE data may only be available from 2011 and onwards. If a faculty member would like to include course and SRTE data prior to 2011, such data can be entered manually or the faculty member can work with the Faculty Activity Management Services Team (L-AI-support@lists.psu.edu) to enter the data. When running the University Dossier report in Activity Insight, please note that Teaching and Service sections will reflect the data entered for the time period selected while the research section will include information that spans the faculty member's entire career. (Page 10, III.C.12.b.)