Revisions to the Promotion and Tenure Administrative Guidelines and Frequently Asked Questions (FAQs) for Policy AC23 for 2019-2020

Changes to the Administrative Guidelines

- **III. C.2.e. (Page 7).** The second paragraph was updated to add the following sentence: “The statement should not exceed 1,600 words. If using Activity Insight, do not adjust the margins.”

- **III. C. 9 (Page 9).** To make it clear that an internal letter could reflect the knowledge or expertise of multiple faculty members, an “s” was added to the word “member” in the first sentence of this paragraph.

- **Appendix I (Page 54).** The sentence was reworded to say, “The immediate tenure process must begin prior to the candidate’s start date.”

- **Appendix I (Page 55).** The content regarding external letters was reworded to say, “Letters of reference that were used in the search process are acceptable; all should address the candidate’s qualifications for tenure.”

Additions and Changes to the FAQs (Nos. 1, 13, 23, 26, and 43)

- **FAQ #1.** A new sentence was added to clarify the confidentiality expectations of candidates. (Related to Administrative Guidelines pages 2-3, I. E.).

  - *What is confidentiality in relation to the promotion and tenure process?*

    Confidentiality of the promotion and tenure process is to be respected forever, not just during that particular year of review. Members of promotion and tenure committees participate with the understanding that all matters related to their deliberations remain confidential. In addition, faculty candidates under review are discouraged from approaching committee members at any time concerning the disposition of their review and should understand that inquiries of this type are deemed entirely inappropriate. **It is expected that both the candidates and committee members will adhere to the confidentiality of the promotion and tenure process.**
• FAQ #13 is a new question that addresses a faculty member’s responsibility for submitting a dossier in a review year.

  o What happens when a tenure-eligible faculty member in his or her tenure-review year fails to submit a dossier?

    If a tenure-eligible faculty member in his or her tenure-review year does not submit a dossier, withdraws a dossier, or otherwise fails to comply with the procedural requirements of AC23, the faculty member will have voluntarily resigned from the tenure-eligible appointment and be terminated on June 30 of the current academic year. Tenure-eligible faculty members who submit a letter of resignation from a tenure-track position indicating intent to resign effective June 30 of the current academic year are eligible for consideration for a non-tenure-line faculty appointment at Penn State, if one is available. The resignation letter must be submitted prior to the deadline for submission of the final dossier.

• FAQ #23 is a new question that addresses the securing of personal notes written by Promotion and Tenure Review Committee members.

  o Should Promotion and Tenure Review Committee members retain personal faculty notes?

    Committee members should not retain personal faculty notes. The University does not consider the personal faculty notes of committee members to be official University records. These personal notes must be securely destroyed beyond recovery immediately after the committee has reached a decision or concluded the promotion and tenure process.

• FAQ #26 is a new question that addresses communications between the primary and secondary deans involved with joint appointments.

  o How are deans (primary and secondary) of a faculty member jointly appointed in two colleges kept informed of the process? (Related to Administrative Guidelines page 20, V. F. 4.)

    The primary dean should copy the secondary dean on all communications.

• FAQ #43 was updated to reflect the current Immediate Tenure process.

  o What then are the expectations for immediate tenure? (Related to Administrative Guidelines pages 54-56, Appendix I)

    Immediate tenure may be granted to new faculty appointments, almost always when they have a tenured appointment at the institution they are leaving. **The immediate tenure process must begin before the candidate’s start date.** Because we assume that they are being hired because they increase the
excellence of the department, and that they are being recruited in a competitive market, we do not ask departments to slow the negotiation process by asking such faculty to develop full Penn State dossiers. They must, however, go through the full Penn State process, with the usual letters from the usual committees and administrators. **Letters that address the candidate’s qualifications for tenure that were written for** the search process may be **used in lieu of external letters solicited by the department. In addition,** there must be evidence of good teaching before any new faculty member is granted tenure. Presented for review is the candidate’s vitae, **four external letters**, and evidence of good teaching, to which will be added in the review process the normal administrative and committee letters. The formal signatory page and dividers used in the standard promotion and tenure dossiers should **not** be used for immediate tenure cases. (Related to Administrative Guidelines, pages 54-56, Appendix I)