



Structure of Promotion and Tenure Committees IST_AC-19 Administrative Guideline

Tenure and Promotion Committee

The pool for membership in the committee for tenure consists of all tenured faculty members with a majority appointment in the college. The committee is comprised of five tenured faculty members.

Each Faculty Area shall elect one member. The electorate in each Faculty Area consists of all faculty members who are tenure-track or tenured with a majority appointment in the college, and a primary affiliation with the Faculty Area. Individuals may self-nominate or be nominated by a member of the electorate. Elected members serve two-year terms. The Dean appoints one member. The appointed member serves a one-year term. Members can serve multiple terms. Elections take place prior to the member appointment by the Dean. The Dean will select the committee chair once all five members are in place.

In the event of a tie in the votes for College P&T committee membership, the Dean will determine the outcome.

A faculty member on leave (paid or unpaid) should not serve on the committee. In the event that an elected member cannot serve the second year of their service, a replacement for that one year will be determined by election.

The candidates being reviewed for tenure and/or promotion may request the addition of an external member, who are tenured faculty of Penn State, and suggest two or three individuals who qualify, one of whom shall be selected by the Dean to serve on the committee for the candidate to support cross-disciplinary fields. This external committee member participates in committee discussions and voting of the candidate who made the request, but not any other candidates.

For a promotion committee, all Tenure Committee members with rank equal to or above the promotion rank would serve on the committee. A committee must consist of at least three members. The Dean would appoint full professors up to that number if required.

Faculty Area Review Committee

The pool for membership in the Faculty Area Review Committee for tenure consists of all tenured faculty members of Penn State, excluding members of College P&T committee. Area review committees shall be comprised of at least three and no more than five members. Initially, all Faculty Area Review Committees shall be comprised of three members. Upon approval of these guidelines and in each subsequent spring semester, the tenured and tenure-track faculty of

the area may choose to revise the size of the Faculty Area Review Committee, up to a maximum of 5.

The electorate in each Faculty Area consists of all faculty members who are tenure-track or tenured with a majority appointment in the college, and a primary affiliation with the Faculty Area. Any member of the pool for membership in the Faculty Area Review Committee may be nominated to serve on the committee by a member of the electorate for the Faculty Area. The electorate of the Faculty Area shall elect all but one member. Elected members serve two-year terms. The Dean appoints one member. The appointed member serves a one-year term. Members can serve multiple terms. Elections take place after the formation of College P&T committee, and prior to the member appointment by the dean. The Dean will select the committee chair once all members are in place.

In the event of a tie in the votes for Faculty Area Review Committee, the Dean will determine the outcome.

A faculty member on leave (paid or unpaid) should not serve on the committee. In the event that an elected member cannot serve the second year of their service, a replacement for that one year will be determined by election.

Candidates being reviewed for promotion and/or tenure may request the addition of an external member who is a tenured faculty at Penn State, including those from other areas in the college, and suggest two or three individuals who qualify, one of whom shall be selected by the Dean to serve on the committee for the candidate. This external committee member participates in committee discussions of the candidate who made the request, but not any other candidates.

For a promotion review, all Faculty Area Review Committee members with rank greater than or equal to the promotion rank would serve on the committee. A committee must consist of at least two members. The Dean would appoint full professors up to that number if required.

The Faculty Area Review Committee would generate a list of candidates for external letter writers, and submit it to the College P&T Committee for consideration. The Faculty Area Review Committee would also produce a letter assessing the candidate's activities in teaching, research, and service based on the materials that are available. This letter would then be added to the dossier. This letter must be accessible of review by the candidates per Penn State policy. However, a rebuttal to the Faculty Area Review Committee letter is not allowed.

The Faculty Area Review Committee would review the dossier as submitted including all teaching-related materials, but would not have access to any external letters. The Faculty Area Review Committee should not receive previous reviews (e.g., annual reviews, 2nd or 4th year review). The committee does not vote and does not make a recommendation. Instead, the Faculty Area Review Committee assesses the candidate's activities in the context of college P&T guidelines with a focus on whether the record is consistent with meeting the guidelines. Importantly, the letter must represent the collective perspective of the committee. All discussions and materials made available to the committee are confidential, and should not be shared with anyone outside of the committee.

When the candidate signs off on their dossier, the following is made clear to the candidate:

- a. A Faculty Area Review Committee letter will be submitted.
- b. The candidate has the right to review it.
- c. The candidate will be notified when the Faculty Area Review Committee letter is added.

Approved by faculty – 8/20/02

Revised – 1/30/06

Revised – 8/12/09

Revised – 2/26/15 – approved by Mary Beth Rosson, Interim Dean

Revised – 1/22/16 – Graphic Only

Revised – 1/28/18 – IST_HR-06 Admin Guideline Added to Document

Revised – 11.16.2020 – Changed from IST_HR-06 to IST_AD-19

Revised – 10/20/2022