

**Penn State College of Agricultural Sciences**

**Procedures for Appointment and Promotion of Non-tenure-line Faculty**

**December 11, 2017**

**Non-tenure-line Faculty Options**

The University has created the following categories for appointing and promoting non-tenure-line faculty members within all Colleges and Units.

**Faculty with a terminal degree (eg. Ph.D., D.V.M, ED. D.):**

Rank	Teaching Faculty	Clinical Faculty	Research Faculty
I	Assistant Teaching Professor	Assistant Clinical Professor	Assistant Research Professor
II	Associate Teaching Professor	Associate Clinical Professor	Associate Research Professor
III	Teaching Professor	Clinical Professor	Research Professor

**Faculty without a terminal degree (eg. M.S., B.S.):**

Rank	Teaching Faculty	Clinical Faculty	Research Faculty
I	Instructor	Clinical Instructor	Researcher
I	Assistant Teaching Professor	Assistant Clinical Professor	Assistant Research Professor
II	Associate Teaching Professor	Associate Clinical Professor	Associate Research Professor

**Ranks for Non-tenure-line Teaching, Research, & Clinical Faculty**

Appointment to any rank will be made by the hiring department in accordance with definitions found in AC-21, with this guideline, and with departmental standards.

It is recognized that many non-tenure-line faculty (NTF) in the College have duties and responsibilities across multiple areas/tracks, and even some (eg. administrative) that fall outside these tracks. Therefore these descriptions are intended to serve only as general guidelines for determining the most appropriate track in which an individual should be placed. An individual’s job description and responsibilities within a given track should be clearly specified, and are ultimately what the individual will be evaluated against.

**Promotion Process**

The purpose of this section is to define the procedure for the review of recommendations for the promotion of non-tenure-line faculty members.

Faculty members in all ranks are required to prepare an annual Faculty Activity Report, and department heads and/or the supervising faculty member, in accordance with AC-40, “Evaluation of Faculty Performance,” should ensure that all non-tenure-line faculty members receive an annual

written performance evaluation.

Because non-tenure-line faculty members usually have specific assignments, it is important that promotion decisions be based on the performance of each candidate relative to his/her duties and responsibilities.

The same general criteria as those used for tenure-line faculty pertaining to each of the specific duties and responsibilities which have been assigned, - i.e. Teaching, Research, Scholarship, and Service - shall be used for evaluating qualifications for promotion. In general, for teaching ranks, promotion will depend upon excellence in teaching, instructional coordination, advising and other assignments appropriate to these ranks. For research ranks, performance will normally be demonstrated by productivity and accomplishment in research, refereed publications, etc. Time in rank should not be the primary consideration; the time periods described in the following sections are intended only as a general guideline for minimum time in level.

### **Composition of the Non-tenure-line Faculty Promotion Committee (NTFPC)**

A college-wide Non-Tenure Track Faculty Promotion Committee (NTFPC) shall be established, comprised of seven faculty members who have non-tenure-line appointments within the college. Five of these members shall be elected by their peers and serve three-year terms. Two members shall be appointed by the Dean, who will select appropriately ranked individuals to help ensure adequate representation of all categories and ranks on the NTFPC. These individuals will normally also serve three-year terms. Any individual may serve no more than two consecutive three-year terms, before being required to take at least a two-year hiatus from the NTFPC.

Rank I faculty will not normally serve on the NTFPC. At least 5 of the members shall possess a terminal degree, and at least 5 of the members shall be at the Rank III level. Exceptions may be necessary until sufficient numbers of non-tenure-line faculty are in the Rank III level. Requests for these exceptions will be submitted to the Vice-Provost for Faculty Affairs for approval. Deans in the College with expertise in the applicant's area may provide input to the committee.

### **Composition of Departmental Non-tenure-line Faculty Promotion Committees (DNTFPC)**

The DNTFPC in each department shall normally be composed of a majority of Level II and Level III Non-Tenure Track Faculty, and consist of 3-5 members. If there are insufficient Level II and Level III DNTTF to form a Department and College Committee, Department review and recommendations will be made by the Unit Leader and then forwarded to the College Committee for deliberation.

### **Appointment to a Rank**

As part of the hiring/offer process, a decision shall be made as to which rank an individual shall be placed. Under normal circumstances, initial appointments in the College of Agricultural Sciences at The Pennsylvania State University shall be made in Rank I or Rank II. Only under exceptional circumstances, and with documented evidence, shall an individual be appointed directly into Rank III. In situations

where there is a desire to appoint an individual at the Rank III level upon hiring, the NTFPC shall review the dossier of the individual. The NTFPC shall make a recommendation to the Dean as to the merits of the individual, and if, in the committee's opinion, the individual is meritorious of being appointed at the Rank III level.

Individuals may make a lateral move to the category requiring a terminal degree if such degree is earned. Lateral moves of individuals at the rank I and rank II level may be made by the department head, who will inform the NTFPC and the Dean of the move. At the rank III level, lateral moves between categories must be reviewed by the NTFPC and approved by the Dean, following the procedure for a promotion from rank II to rank III (see below). Individuals who receive a lateral appointment as a result of obtaining a terminal degree will be eligible for an increase in salary.

Expectations of non-tenure-line faculty are highly individualized depending on department and the balance of specific areas noted in the job description. The following information is provided to serve as a guide along with examples of the types of activities generally associated with each category and rank.

#### Rank I

##### Resident Education

- Use classroom techniques and strategies that foster learning by students
- Stimulate student interest and creativity
- Construct fair instruments for evaluation of student academic performance
- Maintain high academic standards
- Impartially and effectively counsel and advise students

##### Extension Education

- Interpret research and conduct related educational programs
- Evaluate and analyze problems and program needs of clientele
- Develop appropriate educational materials and resources
- Conduct effective in-service training programs for county-based extension staff and other professionals related to their subject matter

##### Research

- Develop scientific hypotheses
- Properly design and conduct research in acceptable areas
- Interpret and publish results within an appropriate time period
- Demonstrate understanding of discipline

##### Clinical Service

- Provide diagnostic and interpretive services for clientele
- Respond promptly and professionally to clients
- Demonstrate understanding of relevant discipline(s)

#### Rank II (expectations in addition to those in Rank I)

##### Resident Education

- Demonstrate exceptional ability to help students learn as evidenced by teaching experience and performance ratings by students and colleagues

##### Extension Education

- Exhibit originality and creative ability in designing high quality state level extension programs, materials, and products

- Assess program effectiveness and make modifications as changing needs and/or priorities arise

#### Research

- Conduct independent and collaborative research
- Apply for and obtain externally-funded grants and contracts
- Published research results
- Growth in professional competence
- Reputation among peers for competence in research

#### Clinical Service

- Publish diagnostic case reports
- Demonstrate growth in professional and technical competence
- Mentor undergraduate and/or graduate students

### Rank III (expectations in addition to those in Rank II)

#### Resident Education

- Proven record of effectiveness in teaching
- Development of instructional techniques and/or educational materials
- Publication in educational journals
- Being the recipient of professional and/or honorary awards for teaching excellence
- Having teaching accomplishments recognized by colleagues

#### Extension Education

- Proven record of effectiveness in extension education programs
- Documented impact of the candidate's educational programs on the clientele
- Established outstanding recognition and reputation for an effective education program
- Achievement in creative program development and delivery

#### Research

- Documented evidence of contributions to, and excellence in research
- Sustained extramural funding
- Outstanding reputation
- Ability to conduct research independently
- Editorships, invited presentations, awards, honors

#### Clinical Service

- Demonstrate evidence of contributions to, and excellence in diagnostics
- Document impact of clinical service on clientele/industry
- Outstanding reputation
- Editorships, invited presentations, awards, honors

### Ranks I, II, and III

#### Service

- Participation in departmental, College, or University committees
- Special academic and/or administrative service assignments
- Outreach service to the public
- Professional assistance and consultation to agricultural groups, public organizations, government, and private citizens
- Service on state, national, or international committees
- Participation in professional societies

## **Criteria for Promotion**

Promotion shall be based on recognized performance and achievement in one or several areas, as appropriate to the particular responsibilities assigned to the faculty member.

### **Promotion from Rank I to Rank II**

Individuals wishing to be promoted from rank I to rank II should have at least 5 years at the rank I level. They shall prepare a dossier to reflect his or her accomplishments. This shall occur during the normal promotion and tenure timetable starting in late fall and going into the spring, with promotions occurring on July 1. The dossier shall be prepared in consultation with the Department non-tenure-line Faculty Promotion Committee (DNTFPC) and/or the department head or the individual's academic unit and supervisor. When the dossier has been completed to satisfaction at the departmental or academic unit level, it shall be submitted along with and the individual's job description/expectations to the college's NTFPC along with letters of support from the DNTFPC and/or department head/supervisor for consideration.

The NTFPC members shall individually review each submission and evaluate the merits thereof. The whole committee shall then collectively review each dossier. If at least a simple majority (>50%) of the committee is supportive of the promotion of an individual from rank I to rank II, the dossier, along with the recommendation of the NTFPC and the letter of support from the department head/supervisor, shall be forwarded to the Dean. The Dean shall then make the final determination as to whether or not the individual should be promoted. Faculty promoted from rank I to rank II will be eligible for an increase in salary.

### **Promotion from Rank II to Rank III**

An individual wishing to be promoted from rank II to rank III shall prepare a dossier to reflect his or her accomplishments. There shall be no fixed time period for promotion to the third rank. Special emphasis must be placed on excellence in the candidate's specific area. This shall occur during the normal promotion and tenure timetable starting in late fall and going into the spring, with promotions occurring on July 1. Per the guidelines for AC-23, candidates must be recommended by their head in consultation with or by the academic unit committee in order to submit their dossier for promotion. The dossier shall be prepared in consultation with the Department non-tenure-line Faculty Promotion Committee (DNTFPC) and the department head or the individual's academic unit and supervisor. When the dossier has been completed to satisfaction at the departmental or academic unit level, it shall be submitted along with and the individual's job description/expectations to the college's NTFPC along with letters of support from the DNTFPC and/or department head/supervisor for consideration. The names of at least three individuals who can serve as ad hoc reviewers shall also accompany the dossier. These individuals should be at a Level III rank and may not be current members of the department or college NTFPC.

The chair of the NTFPC shall provide copies of the dossier to each of at least two ad hoc reviewers, and request a letter of assessment as to the excellence of the individual's accomplishments. The Rank III members of the NTFPC shall then individually review each submission, the reviewers' letters, and evaluate the merits of the application. (That is, rank II level members of the committee will be recused from evaluating for promotion the dossiers of their rank peers.) If at least a simple majority (>50%) of the rank III committee members is supportive of the promotion of an individual from rank II to rank III, the dossier, along with the recommendation of the NTFPC shall be forwarded to the Dean.

The Dean shall then make the final determination as to whether or not the individual should be promoted to rank III. Faculty promoted from rank II to rank III will be eligible for an increase in salary.

#### **Failure of Promotion**

If an individual applies unsuccessfully for promotion, she or he shall remain at the rank at which they are currently. After a period of normally at least 2 years, the individual may elect to re-apply for promotion.