

Promotion to Teaching Assistant Professor and Senior Instructor II in the same cycle.

Promotional Pathways for Senior Instructor Is hired on or before September 16, 2021.

Guidance Regarding NTTF who were promoted to SRI-I on or before September 16, 2022.

- An Instructor who promotes to SRI-I is eligible to apply for promotion to Teaching Assistant Professor after completing three years in rank as an SRI-I (eligible to apply for promotion in the 4th year), (Section 5, v., 1., of the [2022 August 8 - Corrected \(3\) - Adoption of New NTTF-I Teaching Professor Ranks](#), Pgs. 9-10).
 - For an SRI-I promoted on or before September 16, 2022, the timelines for promotion from SRI-I to Teaching Assistant Professor will not apply during Academic Years 2022-23 and 2023-24, after which the timelines for promotion to SRI-II will apply.
 - Though an SRI-I who promoted on or before September 16, 2022 is eligible in Academic Years 2022-23 and 2023-24 for promotion to Teaching Assistant Professor without fulfilling time in seat, they may also be eligible for promotion to SRI-II. In order to be eligible for promotion to SRI-II all criteria in the University P&T Guidelines must be met (3 years in rank as an SRI-I, eligible to apply for promotion in the 4th year) in order to also request to be considered for SRI-II as stated below.

Guidance Regarding SRI-Is who have completed three years in rank and request to be considered for Promotion to Teaching Assistant Professor and Senior Instructor II in the same cycle.

- PSU-AAUP MOA RE NTTF Teaching Professor Ranks, (Section 5, iv of the [2022 August 8 - Corrected \(3\) - Adoption of New NTTF-I Teaching Professor Ranks](#), Pg. 9).
 - An SRI-I who is unsuccessful in promoting to Teaching Assistant Professor retains the right to be considered for promotion to SRI-II (if they so request). If the SRI-I meets the eligibility criteria for promotion to SRI-II-- which includes the completion of three years in rank--they should be considered for promotion to SRI-II in the same cycle, with the same promotion packet, and by the same P&T committee.
 - An SRI-I who promotes to SRI-II is eligible to apply for promotion to Teaching Assistant Professor after completing three years in rank (eligible to apply for promotion in the 4th year). Following an unsuccessful review to SRI-II, an SRI-I can re-apply for promotion to SRI-II under the current University and Department-level guidelines.
- When composing their promotional dossier, an SRI must indicate if they will be requesting promotion to:
 - Senior Instructor II
 - Teaching Assistant Professor
 - Teaching Assistant Professor AND Senior Instructor II within the same cycle (If not successful in promotion to Teaching Assistant professor, upon request, may be considered for promotion to SRI-II in the same cycle as being considered for promotion to Teaching Assistant Professor, with the same promotion packet, and by the same P&T committee)

- All non-tenure track faculty members being reviewed for Promotion should provide to the departmental committee (2018Jun25 University P&T Guidelines, Pg 38):
 - **An updated curriculum vitae.** Curricula vitae should follow the format provided in Appendix I. A curriculum vitae should be updated at each stage of the review process.
 - Departments shall require the use of **quantitative summaries of student evaluations** to assure the confidentiality of student responses review.
 - To aid review committees in their evaluation, departments shall require **a narrative or self-evaluation** from each member under review.
 - When a faculty member's research has clear impact on members of the external community, including civic groups, practitioners or others, **evidence of the value of this work should be solicited from those most affected.**
 - When the use of outside evaluators is deemed relevant, **letters from external evaluators** selected by the chair of the committee from the combined list of evaluators from outside the department and the **Report on External Letters** (Appendix II of the 2018Jun25 University P&T Guidelines).

- When requesting consideration for BOTH Teaching Assistant Professor and Senior Instructor II, the dossier should be crafted in accord with the University and Departmental descriptions for both ranks. The consideration for SRI-II should be in the same cycle, with the same promotion packet, and by the same P&T committee, and the faculty member should prepare their dossier to include supportive materials pertinent to both the SRI-II review AND the Teaching Assistant Professor review.
 - Teaching Assistant Professor and Senior Instructor II ranks are defined by the Faculty Senate as follows:
 - **Teaching Assistant Professor:** A non-tenure track faculty (NTTF) appointment for an individual whose responsibilities are primarily devoted to academic instruction, including teaching, advising, and mentoring at the undergraduate and/or graduate levels. Responsibilities may include meaningful curricular development or redesign, training graduate teaching assistants and adjuncts, and/or community-based work.

Appointees to the rank of Teaching Assistant Professor will hold the highest earned degree in their fields of specialization, related to their instructional responsibilities. In most fields, the doctorate will be expected. Exceptions to this requirement may be made when there is evidence of outstanding achievements and professional recognition in the candidate's field of expertise. They are also expected to possess pedagogical and subject expertise and a demonstrated ability to work effectively with individuals from and topics related to diverse populations.

Expectations of the position include teaching, assessment, mentoring, advising, and service. Appointments may include responsibility for undergraduate and/or graduate education, participation in assessment, conference attendance, and professional activities. Ability to work with, mentor and advise students and graduate assistants/ tutors/ graders of diverse populations and participation in departmental, college/ school, or university service are required.
 - **Senior Instructor II:** Normally, a faculty member will not be eligible for promotion to Senior Instructor II until the completion of the third year in rank as a Senior Instructor I at PSU. Recommendations for early promotion in cases of extraordinary

achievement can be made at the department's discretion. Length of time in rank is not a sufficient reason for promotion.

Promotion to Senior Instructor II is based on such criteria as: demonstrated expertise in the development and delivery of new instructional materials; ongoing engagement with the pedagogy of the discipline; ability to play a lead role in assessment and curriculum design; demonstrated excellence in advising and mentoring; ongoing engagement with the profession; evidence of the application of professional skills and knowledge outside the department as demonstrated by activities such as professionally-related university and community engagement and scholarly or creative activity that contributes to knowledge in one's field and, where appropriate, the community; evidence of ability to work effectively with individuals from and topics related to diverse populations; and effective participation in departmental, college/school and university governance as appropriate to assignment and contract.

- The dossier should show evidence of the primary distinguishing features between the Teaching Assistant Professor rank and the Senior Instructor II rank: (1) the level of autonomy in curricular decisions, curricular development, and course design; (2) the academic experience and degrees held; and (3) the skill to apply expertise across courses and curricular levels as manifested in the breadth and depth of assignments and that requires intellectual flexibility, coordination and cooperation.:
 - **The level of autonomy in curricular decisions, curricular development, and course design as evidenced in the preponderance of the assigned course load:**
 - For the Teaching Professor ranks, expectations include the development, coordination, and evaluation of all aspects of assigned courses in relationship to the broader curriculum.
 - **The academic experience and degrees held:**
 - The number of years of academic experience and type of professional experience required for the Teaching Professor and Instructor ranks will vary by discipline and be determined by individual academic units.
 - For the Teaching Professor ranks, faculty will ordinarily hold the highest degree in their fields of specialization. Exceptions to this requirement may be made when there is evidence of outstanding achievement and professional recognition in the candidate's field of expertise. In most fields, the doctorate will be expected.
 - A terminal degree in the field of specialization is not sufficient to qualify for a Teaching Professor rank.
 - **Skill and application of expertise and integration of knowledge:**
 - For Teaching Professor ranks, faculty have skill and expertise necessary to teach across upper and lower division and undergraduate/graduate levels, where applicable, reflecting the breadth and depth of assignments and requiring intellectual flexibility, curricular coordination and cooperation. Faculty must demonstrate evidence of the application of scholarly inquiry, pedagogical methods, and curricular integration consistent with the criteria established by their academic units and approved by the Department Chair (or equivalent).

Guidance for Departmental NTTF Promotional Review Committees and Department Chair/chair-designee:

- Faculty Member under consideration has completed three years in rank as an SRI-I.
 - Exception to three years in rank as an SRI-I: For an SRI-I promoted on or before September 16, 2022, the timelines for promotion from SRI-I to Teaching Assistant Professor will not apply during Academic Years 2022-23 and 2023-24, after which the timelines for promotion to SRI-II will apply for promotion to either SRI-II and/or Teaching Assistant Professor. Through AY 2022-23 an SRI-I must satisfy the time in rank requirements to be considered for SRI-II in the same cycle if not successful in promotion to Teaching Assistant Professor.

Guidance for when an SRI-I has requested to be considered for promotion to SRI-II in the same cycle as being considered for promotion to Teaching Assistant Professor, with the same promotion packet, and by the same P&T committee:

- If the committee and/or department chair/chair-designee's recommendation for **Teaching Assistant Professor** is "**Deferral**" and the committee and/or department chair/chair-designee's recommendation for **Senior Instructor II** is "**Promote**," the faculty member under review may request reconsideration for Teaching Assistant Professor under the current University reconsideration guidelines (2018Jun25 University P&T Guidelines, pg 41-42).
- If the committee and/or department chair/chair-designee's recommendation for **Teaching Assistant Professor AND Senior Instructor II** are both "**Deferral**" the faculty member under review may request reconsideration of both Teaching Assistant Professor and Senior Instructor II under the current University reconsideration guidelines (2018Jun25 University P&T Guidelines, pg 41-42).
- If the faculty member requests reconsideration of the committee's and/or department chair/chair-designee's initial recommendation for Teaching Assistant Professor or both Teaching Assistant Professor AND Senior Instruction II, the departmental committee and/or department chair/chair-designee will write a separate report for each rank being reconsidered, documenting the reconsideration and if the decision has changed based on the reconsideration, the Appraisal Signature Sheet will be revised with the new recommendation(s).
 - **Narrative:** When considering requests for Promotion to Teaching Assistant Professor AND Senior Instructor II, the committee's narrative report and the department chair/chair-designee's letter should include information regarding the TAP rank promotion AND if the recommendation for TAP is Deferral, should also include information regarding the SRI-II rank promotion.
 - **Appraisal Signature Sheet:** When an SRI-I is requesting to promote to Teaching Assistant Professor AND, if not successful, Senior Instructor II within the same cycle, the committee should use the Appraisal Signature Sheet crafted specifically for these reviews entitled: *Non-Tenure Track Faculty Promotional Review for **Teaching Assistant Professor** and, if not successful for promotion to **Senior Instructor II in the same cycle**.*
 - If the initial recommendation changes based on the reconsideration process as stated in the University Guidelines, the Appraisal Signature sheet will be revised with the new decision.

Academic Personnel Deadlines

2018June25 PSU P&T Guidelines

Department Deadlines can be set earlier, but they can not be later than those stated on the OAA Academic Personnel Deadlines website.

NTTF Promotional Review guidelines should be clear and unambiguous and include a calendar for the cycle of reviews (2018Jun25 University P&T Guidelines, p. 38).

First Monday of October	Department Chair notifies chair of P&T committee of faculty eligible for review (2018Jun25 University P&T Guidelines, pg 38).
	Reviews must take account of job-relevant evaluation criteria in keeping with those specified in the letters of appointment. Faculty may submit all relevant materials to the evaluators review (2018Jun25 University P&T Guidelines, pg 38).
	All non-tenure track faculty members being reviewed should provide to the departmental committee: • An updated curriculum vitae. Curricula vitae should follow the format provided in Appendix I. A curriculum vitae should be updated at each stage of the review process. • Departments shall require the use of quantitative summaries of student evaluations to assure the confidentiality of student responses review. • To aid review committees in their evaluation, departments shall require a narrative or self-evaluation from each member under review. • When a faculty member's research has clear impact on members of the external community, including civic groups, practitioners or others, evidence of the value of this work should be solicited from those most affected. • When the use of outside evaluators is deemed relevant, letters from external evaluators selected by the chair of the committee from the combined list of evaluators from outside the department and the Report on External Letters (Appendix II of the 2018Jun25 University P&T Guidelines).
	An SRI-I who has 3 years in rank, and is unsuccessful in promoting to Teaching Assistant Professor retains the right to be considered for promotion to SRI-II (if they so request).
[Department Deadline] Typically First Friday in October	Eligible Faculty Member submits dossier to Committee Chair for Promotional review.
	If an SRI-I meets the eligibility criteria for promotion to SR-II they may request to be considered for promotion to SRI-II in the same cycle, with the same promotion packet, and by the same P&T committee as the request to be considered for promotion to Teaching Assistant Professor.
	The consideration for SRI-II should be in the same cycle, with the same promotion packet, and by the same P&T committee, and the faculty member should prepare their dossier to

	include supportive materials pertinent to both the SRI-II review AND the Teaching Assistant Professor review. The narrative or self-evaluation should include the request to be considered for SRI-II should the committee and/or Department Chair's recommendation for Promotion to Teaching Assistant Professor be a Deferral. The dossier in such cases should include two appraisal signature sheets: 1) Teaching Assistant Professor 2) Senior Instructor II
	A written report following the format in Appendix III must accompany the [committee's] recommendation form (2018Jun25 University P&T Guidelines, pgs 40-41).
Third Monday of November	Chair of P&T committee sends Recommendations to Department Chair (2018Jun25 University P&T Guidelines, pg 41).
	The department chair must be satisfied that the departmental committee has followed the departmental guidelines and that the appraisals are complete and in proper form. Department chairs are to make a separate recommendation for each member of the department and take the following actions (2018Jun25 University P&T Guidelines, pg 41).
	The chair will make a separate recommendation, adding their own written narrative to the committee's (2018Jun25 University P&T Guidelines, pg 41).
First Tuesday of December	The department chair informs each faculty member in a in writing of the departmental committee's and of their own recommendations (ineligible, deferred, recommended for promotion).
	The department chair must discuss with a faculty member, when requested, the reasons for the recommendations by the departmental committee and the department chair. If a department member questions either departmental recommendation, they may request a reconsideration of that recommendation.
Third Tuesday of December	Faculty member gives written notice to the P&T committee chair and/or the Department Chair of intent to request a reconsideration of the recommendation (2018Jun25 University P&T Guidelines, pg 42)
Last Tuesday of December	Faculty member submits material pertinent to the reconsideration to the P&T committee chair, or Dept. Chair, as appropriate (2018Jun25 University P&T Guidelines, pg 42).

	Based on the Committee and/or Department Chair's recommendation, reconsideration requests should be made in writing by the faculty member within 2 weeks of receipt of written notice of Department action for reconsideration of either: 1) Teaching Assistant Professor, or 2) Teaching Assistant Professor, AND Senior Instructor II
	Reconsideration requests for Promotion to Teaching Assistant Professor ONLY in cases where a faculty member has indicated that they would also like to be reviewed for SRI-II within the same cycle will proceed through the normal administrative review procedure in a timely manner.
	Reconsideration requests for Promotion to Teaching Assistant Professor and SRI-II (if deferral recommended for TAP and SRI-II) will proceed through the normal administrative review procedure in a timely manner.
	The review may be requested on the basis of procedural or substantive issues. The faculty member should prepare whatever supportive material is pertinent. The supportive materials must be submitted to the committee chair, or department chair, as appropriate, within two weeks of written notification of intention to request the reconsideration.
	All materials submitted by a faculty member shall become part of the appraisal document. The departmental committee and/or department chair, as appropriate, shall consider the materials presented by the faculty member. The committee chair and/or department chair may attach to the appraisal additional documentation or statements with their recommendation(s). The department chair shall forward the appraisal, which shall then proceed through the normal administrative review procedure in a timely manner.
	An SRI-I who promotes to SRI-II is eligible to apply for promotion to Teaching Assistant Professor after completing three years in rank (eligible to apply for promotion in the 4th year). Following an unsuccessful review to SRI-II, an SRI-I can re-apply for promotion to SRI-II under the current University and Department-level guidelines (2022Aug08_AAUP MOA NTTF Teaching Professor Ranks – Corrected 3, pg 9).
Second Tuesday of January	Department Chair sends P&T committee and Dept. Chair's recommendations to the academic Dean.

A Senior Instructor I (SRI-I) hired prior to September 16, 2021 is eligible to promote to the Teaching Professor ranks

Teaching Assistant Professor retains the right to be considered for promotion to SRI-II
(2022August08, MOA_NTTF Teaching professor Ranks - Corrected 3)

A Senior Instructor I (SRI-I) hired prior to September 16, 2021 is eligible to promote to the Teaching Professor ranks:

1. All current faculty members promoted to SRI-I on or before September 16, 2022 are eligible to be considered for promotion to the rank of Teaching Assistant Professor based upon criteria for promotion as outlined in this MOU and in relevant P&T Guidelines.
2. An Instructor who promotes to SRI-I is eligible to apply for promotion to Teaching Assistant Professor after completing three years in rank as an SRI-I (eligible to apply for promotion in the 4th year).
 - a. For an SRI-I promoted on or before September 16, 2022, the timelines for promotion from SRI-I to Teaching Assistant Professor will not apply during Academic Years 2022-23 and 2023-24, after which the timelines for promotion to SRI-II will apply.
3. An SRI-I who is unsuccessful in promoting to Teaching Assistant Professor retains the right to be considered for promotion to SRI-II (if they so request). If the SRI-I meets the eligibility criteria for promotion to SR-II-- which includes the completion of three years in rank--they should be considered for promotion to SRI-II in the same cycle, with the same promotion packet, and by the same P&T committee.
4. An SRI-I who promotes to SRI-II is eligible to apply for promotion to Teaching Assistant Professor after completing three years in rank (eligible to apply for promotion in the 4th year). Following an unsuccessful review to SRI-II, an SRI-I can re-apply for promotion to SRI-II under the current University and Department-level guidelines.
5. An SRI-I who is unsuccessful in promoting to Teaching Assistant Professor two times is no longer eligible for promotion to the Teaching Professor ranks.