Eberly College of Science Fixed-term Faculty Guidelines
For the conditions of appointment, promotion and evaluation for research and instructional
faculty members who are not subject to the provisions of tenure.

Adopted January 13, 2003
August, 2009

Non-tenure-eligible faculty include the following:

**Fixed Term Multi-Year and Fixed Term 1 or 2 appointments in the ranks**
- Professor or Senior Scientist
- Professor of Practice
- Associate Professor or Senior Research Associate
- Assistant Professor or Research Associate
- Senior Research Assistant and Research Assistant

**Standing and Fixed Term appointments in the ranks**
- Senior Lecturer I and II, Lecturer, Senior Instructor and Instructor

**APPOINTMENT**

**Instructional and Research Rank Appointments**
Appointment to the ranks of **Instructor, Senior Instructor, Lecturer, Senior Lecturer, and**
**Research Assistant, Senior Research Assistant, Research Associate, Senior Research**
**Associate, or Senior Scientist** will be made by the hiring department in accordance with
definitions found in HR-21, with this guideline, and with departmental standards.

**Professorial Rank Appointments**
The Dean’s approval must be sought in advance for any appointment with a professorial title.
Appointment with a professorial title is possible only for faculty engaged in both teaching and
research. It is expected that any appointments at a professorial rank will involve substantive
educational and research responsibilities on a continuing basis.

**Dual-professorial Titles**
For an existing faculty member in a research rank to add a dual-professorial title, the request
must first have been considered through a formal evaluation process within the department,
per HR-24. If recommended by the department, the request is to be forwarded to the Dean by
the Department Head, along with a copy of the candidate’s c.v., a copy of the recommendation
of the departmental committee, and a summary of the individual’s anticipated assignments in
teaching and service. It is expected that those with a dual-professorial rank will engage in
research and substantive educational responsibilities, involving classroom teaching and/or
supervision or serving as chair or co-chair of master’s and doctoral theses/dissertations on a
continuing basis and that all these will be documented annually in the Faculty Activity Report.
Dual-professorial designations are to be renewed annually.

**Note also that HR-24 stipulates:** Research-rank faculty in their first year on campus, or
with no previous experience in the assignment (teaching or thesis supervision), shall be
assigned to teaching and/or thesis supervision without conferral of the professorial title
during the first year. Following this opportunity to observe the individual’s
performance, he/she will be eligible for appointment to the temporary dual title
beginning the second year.
While HR-24 addresses only dual-professorial ranks for Ph.D.-level research-rank faculty members, it is also feasible to apply a dual rank to other instructional and research ranks.

The primary rank chosen should reflect the individual’s primary assignment. Application of a dual-rank should be considered and recommended by a departmental committee in the same manner as the dual-professorial ranks.

The professorial ranks are not available for individuals who have been denied tenure but remain at Penn State. Also, instructional faculty with standing appointments cannot carry a professorial title.

Newly hired individuals may be appointed at a higher-than-entry-level rank with an appropriate history of employment at an equivalent or lower rank, together with evidence of excellence in performance. This evidence may take the form of letters of reference which specifically address the issue of performance. For instructional-rank faculty members, evidence of success in instructional activities is appropriate, addressed either in letters of reference and/or by submission of records of teaching effectiveness from the previous institution(s). For research-rank faculty members, letters of reference, together with an assessment of the candidate’s list of publications may be used to justify appointment at a senior rank.

The senior ranks include Senior Instructor, for those with a master’s Degree, and Senior Lecturer I or II for those with the Ph.D.; Senior Research Assistant for those with a master’s degree, and Senior Research Associate and Senior Scientist for those with the Ph.D.; and Associate Professor or Professor.

Individuals appointed prior to the implementation of this procedure may opt to grandfather their current arrangement or may change in accord with these guidelines.

PROMOTION and EVALUATION

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 HR-40, “Evaluation of Faculty Performance,” should ensure that all non-tenure-eligible faculty members receive an annual written performance evaluation.

Recommendations for promotion among the non-tenure-eligible ranks should be initiated by the Department Head in consultation with the candidate and may be made at any time during the year. Promotions are expected to involve some salary adjustment.

The Executive Committee agreed that the promotional increment should be 4%, with specific adjustments made on a case-by-case basis with approval from the Dean.

Departmental Procedures for Evaluation and Review of Recommendations for Promotion

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

Because non-tenure eligible 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-track or tenured 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 instructional ranks, promotion will depend upon excellence in teaching, instructional
coordination, advising and other assignments appropriate to these ranks; progress into the
Senior Lecturer ranks should include a component of pedagogical accomplishment. For
research ranks, performance will normally be demonstrated by productivity and
accomplishment in research, refereed publications, advising of graduate students, 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.**

Procedure:

- **Documentation**
  - Instructional: Documentation to support a promotion must include Faculty Activity
    Reports for each of the three years prior to the request, current c.v., a record of SRTE
    scores together with peer evaluations, a summary of student comments, and copies of
    performance evaluations for a minimum of the preceding three years, along with any
    other documentation appropriate to the individual’s particular assignment.
  
  Research: Documentation to support a recommendation for promotion must include
  Faculty Activity Reports for each of the three years prior to the request, current c.v., or
  other records of participation in activities related to the specific assignment, along with
  copies of performance evaluations for the preceding three years.

- **Review**
  - The candidate’s record will be reviewed by members of the department P&T committee
    or a committee approved by the Dean. Since the expectations for non-tenure-eligible
    faculty may be quite varied, departments review committees are urged to include
    consultation with a non-tenure-eligible faculty member as part of the review process.

  - The Department Head will conduct an independent review and forward the candidate’s
    record, including the written recommendations of the department committee and the
    Department Head, to the Dean.

- **Decision**
  - The Dean will make the final decision regarding the promotion of the candidate.

**Promotional Procedures and Appointment Expectations - Defined by Rank**

I. Instructional Ranks

The instructional ranks include **Instructor, Senior Instructor, Lecturer, Senior Lecturer I**
and **Senior Lecturer II**. For the latter two, the official Penn State rank remains “Senior
Lecturer,” but movement from “Senior Lecturer I” to “Senior Lecturer II” will be
considered a promotion within the College.

Instructional ranks are intended for people whose assignment is primarily instructional
in nature. Individuals in these ranks may hold a secondary administrative title within
their department (such as Lab Coordinator, Program Officer, Advising Coordinator, etc.). University policies do not allow a secondary professorial title for standing instructional appointments. However, if an individual is expected to engage in both instruction and research, appointment in a professorial rank (as Fixed Term I or Fixed Term Multi-Year) may be appropriate.

**Appointment to the Rank of Instructor**

Appointment to the rank of **Instructor** requires a master’s degree (confirmation of degree required) or equivalent knowledge/experience in the academic field related to the work assignment.

**Appointment to the Rank of Senior Instructor**

Appointment to the rank of **Senior Instructor** requires a master’s degree (confirmation of degree required) or equivalent knowledge/experience in the academic field related to the work assignment, together with a record of at least 6 years of experience as an instructor and evidence of excellence in performance.

**Promotion to the Rank of Senior Instructor**

An individual appointed at the rank of Instructor may be promoted to the rank of **Senior Instructor** with evidence of excellence in teaching ability and/or other specific assigned duties, following at least 6 years of service as an instructor with Penn State and/or another employer and evidence of excellence in performance.

Documentation to support a promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., a record of SRTE scores together with peer evaluations, a summary of student comments, and copies of performance evaluations for a minimum of the preceding three years, along with any other documentation appropriate to the individual’s particular assignment.

The Department Head will conduct an independent review. At this level, the department may choose whether or not to involve a departmental committee. Then the candidate’s record, including the written recommendations of the department committee, if available, and the Department Head will be forwarded to the Dean.

**Appointment to the Rank of Lecturer**

Appointment to the rank of **Lecturer** requires a Ph.D. (confirmation of degree required) or equivalent knowledge/experience in the academic field related to the work assignment.

**Promotion to the Rank of Lecturer**

An individual in the rank of Senior Instructor may be promoted to the rank of **Lecturer** if he/she obtains a Ph.D. (confirmation of degree required) or attains equivalent knowledge/experience along with evidence of excellence in performance.

Documentation to support a promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., a record of SRTE scores together with peer
evaluations, a summary of student comments, and copies of performance evaluations for a minimum of the preceding three years, along with any other documentation appropriate to the individual’s particular assignment.

The Department Head will conduct an independent review and forward the candidate's record, including the written recommendations of the department committee and the Department Head, to the Dean.

Appointment to the Rank of Senior Lecturer I

Appointment to the rank of Senior Lecturer I requires a Ph.D. (confirmation of degree required) or equivalent knowledge/experience in the academic field related to the work assignment, together with at least 6 years of experience at a rank similar to Lecturer at Penn State or with another employer and evidence of excellence in performance.

Promotion to the Rank of Senior Lecturer I

A Lecturer may be promoted to the rank of Senior Lecturer I with evidence of excellence in teaching ability and/or other specific assigned duties, following at least 6 years of service at a rank similar to Lecturer with Penn State or another employer and with evidence of excellence in performance.

Documentation to support a promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., a record of SRTE scores together with peer evaluations, a summary of student comments, and copies of performance evaluations for a minimum of the preceding three years, along with any other documentation appropriate to the individual’s particular assignment.

The Department Head will conduct an independent review and forward the candidate's record, including the written recommendations of the department committee and the Department Head, to the Dean.

Appointment to the Rank of Senior Lecturer II

Appointment to the rank of Senior Lecturer II requires a Ph.D. (confirmation of degree required) or equivalent knowledge/experience in the academic field related to the work assignment, generally together with at least 12 years of experience at a rank similar to Lecturer or 6 years at a rank similar to Senior Lecturer I at Penn State or another employer and evidence of excellence in performance.

Promotion to the Rank of Senior Lecturer II

An individual in the rank Senior Lecturer I may be promoted to the rank of Senior Lecturer II with evidence of excellence in teaching ability other specific assigned duties, following at least 6 years of service as a Senior Lecturer I or similar position with Penn State or another employer and with evidence of excellence in performance.

Documentation to support a promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., a record of SRTE scores together with peer
evaluations, a summary of student comments, and copies of performance evaluations for a minimum of the preceding three years, along with any other documentation appropriate to the individual’s particular assignment.

The Department Head will conduct an independent review and forward the candidate's record, including the written recommendations of the department committee and the Department Head, to the Dean.

II. Research Ranks

Research ranks include Research Assistant, Senior Research Assistant, Research Associate, Senior Research Associate, and Senior Scientist. These ranks are intended for individuals who are engaged primarily in research, and are always Fixed Term in nature. A secondary administrative title is feasible. In addition, individuals in these ranks are eligible to be granted a dual-professorial title in accordance with HR-24.

In considering research faculty members for promotion, departments are urged to not limit standards to those expected of tenure-eligible faculty members. The work of research faculty is typically narrower in scope than what is expected of tenure-eligible faculty, and may in fact focus on research administration or technical issues that do not necessarily translate into a list of publications, talks and other factors considered in tenure.

Appointment to the Rank of Research Assistant

Appointment to the rank of Research Assistant requires a master’s degree (confirmation of degree required) or equivalent knowledge/experience in the academic field related to the work assignment, and is also possible if the individual is a current candidate for a master’s degree.

Appointment to the Rank of Senior Research Assistant

Appointment to the rank of Senior Research Assistant requires a master’s degree or equivalent knowledge/experience in the academic field related to the work assignment, together with at least 6 years of experience as a Research Assistant or similar position with Penn State and/or another employer, and evidence of excellence in performance.

Promotion to the Rank of Senior Research Assistant

An individual appointed at the rank of Research Assistant may be promoted to the rank of Senior Research Assistant with evidence of excellence in the assigned duties, following at least 6 years of service at a level equivalent to Research Assistant with Penn State and/or another employer.

Documentation to support a recommendation for promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., or other records of participation in activities related to the specific assignment, along with copies of performance evaluations for minimum of the preceding three years.

The Department Head will conduct an independent review. At this level, the department may choose whether or not to involve a departmental committee. Then the candidate's record,
including the written recommendations of the department committee, if available, and the Department Head will be forwarded to the Dean.

**Appointment to the Rank of Research Associate**

Appointment to the rank of **Research Associate** requires a Ph.D. (confirmation of degree required) or its equivalent in organized research or professional practice. The Research Associate must have demonstrated ability as a teacher or researcher; and must have shown definite evidence of growth in scholarly and professional achievement.

The research associate rank is limited to a faculty member in an academic unit who devotes a major fraction of time to the personal conduct of research in which individual initiative, creativity and responsibility are required.

The Research Associate must display extensive research accomplishments through publication, conference presentations, and seminars. It is expected that a Research Associate will write proposals for self-support. Application of the dual-professorial title of Assistant Professor is feasible, following procedures outlined in Penn State Policy HR-24.

**Promotion to the Rank of Research Associate**

Promotion to the rank of **Research Associate** is possible for someone in a Research Assistant or Senior Research Assistant rank if the individual earns a Ph.D. (confirmation of degree required) or attains equivalent knowledge/experience and can provide evidence of excellence in performance.

Documentation to support a recommendation for promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., other records of participation in activities related to the specific assignment, along with copies of performance evaluations for a minimum of the preceding three years.

The Department Head will conduct an independent review and forward the candidate's record, including the written recommendations of the department committee and the Department Head, to the Dean.

**Appointment to the Rank of Senior Research Associate**

Appointment to the rank of **Senior Research Associate** requires a Ph.D. (confirmation of degree required) or equivalent knowledge/experience in the field related to the assignment, together with at least 6 years of post-Ph.D. experience with Penn State or another employer and evidence of excellence in performance. Appointment at this rank requires an established record of publications, invited presentations and proposal writing as a PI or Co-PI. There is a strong expectation that an individual at this rank has written successful grant proposals for self-support. Application of the dual-professorial rank of Associate Professor is feasible, following procedures outlined in Penn State Policy HR-24.

**Promotion to the Rank of Senior Research Associate**

An individual appointed at the rank of Research Associate may be promoted to the rank of **Senior Research Associate** with evidence of excellence in research, following at least 6 years of
service with Penn State and/or another employer. Promotion to this rank requires an established record of publications, invited presentations and proposal writing as a PI or Co-PI. There is a strong expectation that an individual at this rank has written grant proposals for self-support.

Documentation to support a recommendation for promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., other records of participation in activities related to the specific assignment, along with copies of performance evaluations for a minimum of the preceding three years.

The Department Head will conduct an independent review and forward the candidate's record, including the written recommendations of the department committee and the Department Head, to the Dean.

**Appointment to the Rank of Senior Scientist**

Appointment to the rank of **Senior Scientist** requires recognition by the most distinguished scientists in the field as having had significant impact upon the field and of having gained therefrom a reputation as an international leader in the discipline. Faculty at this rank are expected to write grant proposals to provide full self-support, and to advise and mentor students in pursuit of their masters or doctoral degrees. Application of the dual-professorial title of Professor is feasible, following procedures outlined in Penn State Policy HR-24.

**Promotion to the Rank of Senior Scientist**

An individual appointed as a Senior Research Associate may be promoted to the rank of **Senior Scientist** with evidence of excellence in research which has lead to the development of a reputation as an international leader in the discipline.

Documentation to support a recommendation for promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., other records of participation in activities related to the specific assignment, along with copies of performance evaluations for a minimum of the preceding three years, and three letters from external evaluators, solicited confidentially by the Dean.

The Department Head will conduct an independent review and forward the candidate's record, including the written recommendations of the department committee and the Department Head, to the Dean.

**III. Professorial Ranks**

The professorial ranks include **Assistant Professor, Associate Professor, Professor, and Professor of Practice**.

These ranks are intended for individuals whose assignments encompass teaching, research and service. Individuals in these ranks are considered non-tenure-eligible only if they are in Fixed Term 1, Fixed Term 2 or Fixed Term Multi-Year appointments. Individuals previously in the tenure track who remain at Penn State following denial of tenure are ineligible to continue to hold a professorial rank.
**Appointment to the Rank of Assistant Professor**

Appointment to the rank of Assistant Professor normally requires a Ph.D. (confirmation of degree required) in the academic field related to the work assignment. It is expected that individuals appointed at this rank will display the capacity for significant research accomplishment and will engage in the full spectrum of academic assignments in teaching, research and service.

**Appointment to the Rank of Associate Professor**

Appointment to the rank of Associate Professor normally requires a Ph.D. (confirmation of degree required) in the academic field related to the work assignment, together with at least years of experience as an Assistant Professor or in a similar rank at Penn State or another employer, and evidence of outstanding performance indicating promise of developing a national reputation for excellence, through an established record of publications, invited presentations, proposal writing as a PI or Co-PI, and competence as a teacher. It is expected that individuals in this rank will engage in the full spectrum of academic assignments in teaching, research and service.

**Promotion to the Rank of Associate Professor**

An individual appointed as an Assistant Professor may be promoted to the rank of Associate Professor with evidence of outstanding performance indicating promise of developing a national reputation for excellence, following at least 6 years of service at the Assistant Professor rank or its equivalent with Penn State and/or another employer.

Documentation to support a promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., a record of SRTE scores together with peer evaluations, a summary of student comments, and copies of performance evaluations for a minimum of the preceding three years, along with any other documentation appropriate to the individual’s particular assignment, and three letters from external evaluators solicited confidentially by the Dean.

The Department Head will conduct an independent review and forward the candidate's record, including the written recommendations of the department committee and the Department Head, to the Dean.

**Appointment to the Rank of Professor**

Appointment to the rank of Professor requires recognition by the most distinguished scientists in the field as having had significant impact upon the field and of having gained therefrom a reputation as an international leader in the discipline. In addition, candidates for full professor must have a distinguished record of teaching and service. The teaching record may include didactic instruction, research training of postdoctoral fellows, graduate students and/or undergraduate students. It is further expected that individuals at this rank will be able to provide support for their own salary through research grants and contracts, and will participate in the full spectrum of academic assignments in teaching, research and service.
**Promotion to the Rank of Professor**

An Associate Professor may be promoted to the rank of **Professor** with evidence of excellence in performance leading to the development of a reputation as an international leader in the discipline.

Documentation to support a promotion must include Faculty Activity Reports for each of the three years prior to the request, current c.v., a record of SRTE scores together with peer evaluations, a summary of student comments, and copies of performance evaluations for a minimum of the preceding three years, along with any other documentation appropriate to the individual’s particular assignment, and three letters from external evaluators solicited confidentially by the Dean.

The Department Head will conduct an independent review and forward the candidate's record, including the written recommendations of the department committee and the Department Head, to the Dean.

**NOTE:** There is additional language for the three professorial ranks that is similar, but not identical to, that for tenure-eligible faculty. The criteria for promotion to the rank of Associate Professor include “evidence of outstanding performance indicating promise of developing a national reputation for excellence,” which implies that this reputation may be based on research and/or pedagogy. For promotion to the rank of Professor, the standard requires “recognition by the most distinguished scientists in the field as having had significant impact upon the field and of having gained therefrom a reputation as an international leader in the discipline.” This highest rank is therefore most likely to be appropriate for those who have made major contributions in research.

**Professor of Practice**

The professor of practice title for this rank is limited to those individuals who are non-tenure-track faculty who may not have had the traditional academic background that is typical of faculty as they move through the professorial ranks. The title of professor of practice should be reserved for persons who have accumulated a decade or more of high level and leadership experience in the private or public sectors outside the academy that would provide a unique background and wealth of knowledge that is of particular value as it is shared with the University’s students and other faculty. Prior to an offer being extended to an individual being considered for the professor of practice title, the appropriate dean or academic administrator shall consult with, and receive approval from, the Vice Provost for Academic Affairs.

**Appointment to Professor of Practice**

Appointment to the rank of Professor of Practice may be granted by the Dean to an individual who may or may not hold a terminal degree, but who has accumulated a decade or more of high level and leadership experience in the private or public sectors outside the academy that would provide a unique background and a wealth of knowledge that is of particular value as it is shared with the University’s students and faculty.

This rank is for non-tenure eligible faculty members engaged in teaching, research and service. If the individual’s assignment shifts to focus entirely on one or another assignment, the title may change to appropriately recognize the new emphasis.