

Attachment A
College of Arts and Architecture
Procedures and Spring Deadlines for
Starting Process for
Promotion and Tenure for 2022-2023

Deadlines

- March 15 Unit P&T committees elected and committee chair appointed.
 Unit representative to College P&T committee appointed.
- March 2 Consult with Dean regarding any recommendations for early tenure based on an
 extraordinary and exceptionally stellar record.
- March 23 Names of candidates for tenure and promotion to associate professor due to Dean's
 Office.

 Names of candidates for promotion to full professor, and past five years of annual
 reviews, recommended by department head/school director due to Dean's Office.
- May 3 List of external reviewers for all candidates for promotion and tenure (six recommended
 by candidate and six recommended by department head/school director due to Dean's
 Office. (Use the form below.)
- Sept 16 Names of fixed-term/non-tenure line candidates for promotion due to Dean's Office.

 Unit fixed-term/non-tenure line committees elected, and committee chair appointed

 Names of fixed-term/non-tenure line faculty eligible for College committee due to Dean's
 Office.

All submissions must be sent to aadean@psu.edu

Promotion to Full Professor Recommendations: No later than **March 23**, department heads/school directors who are recommending any faculty member for promotion to full professor for the next year will provide a summary memo to the dean in support of the candidate's eligibility for promotion based on the strength of the record. Any candidate for promotion to full professor must demonstrate a pattern of excellence or significance of impact in all three areas of scholarship and should be addressed in the head's letter. Along with the head's/director's letter of recommendation, annual reviews from the candidate's most recent post-tenure review (which should be no more than 5 years' worth of annual reviews) will be submitted to the dean electronically. The Dean will determine if the candidate should be considered for promotion.

Promotion or Post-tenure Reviews: If a faculty member is due for a post-tenure review in the current academic year (2022-23) and the unit head/school director believes they are ready for promotion and wishes to propose promotion rather than undergo a current post-tenure review, the unit head/school director will provide the summary letter and annual reviews to seek the Dean's approval to postpone the post-tenure review in lieu of recommending promotion in 2022-23. The request to promote instead of conducting another post-tenure review must be submitted by the March 23 deadline noted above. The faculty member should receive the standard AC-40 annual review for the current year.

Early Tenure Reviews: Early tenure is to be considered only when a faculty member has demonstrated an extraordinary, exceptional, and stellar record during the probationary period. If a unit head/school director is considering recommending a faculty member for early tenure and promotion, they must consult with the dean no later than March 2 to ensure sufficient time to review all the materials. If the Dean concurs with the recommendation for early tenure review, the Dean will then request permission from the Provost's Office to submit a candidate for early tenure review.

External Reviewers: Lists of suggestions for external reviewers for all promotion and tenure candidates must be submitted to the Dean's Office no later than May 3. Names must be submitted using the table format below. Submissions must include notations of the nature of any personal/professional knowledge of the candidates. Some of our professional worlds are very small and we must expect as much objectivity in external reviewers as possible. Unit heads/school directors must ensure the inclusion of comparable institutions (e.g. CIC; major research university; land-grant, etc.) or an explanation about why a recommendation of a reviewer from a smaller, regional, or private institution or university is warranted (e.g. North Texas for music; RISD for visual arts). All review letters included in review dossiers by reviewers from smaller universities necessitate explanation to inform the university-wide committee.

Once the list is approved by the Dean, the department head/school director will receive a memo indicating which reviewers have been approved and the next step in the process.

Fixed-Term/Non-Tenure Line Promotion Reviews: Unit heads/school directors who are recommending any faculty for promotion will provide a summary memo to the dean in support of the candidate's eligibility for promotion based on the strength of record. Unit heads/school director must provide the faculty member's current title and proposed title.

Please see due dates sheet that lists all dates for the 2022-23 P&T season.

If at any time you have any questions, please do not hesitate to contact the Dean's Office.

EXTERNAL REVIEWER RECOMMENDATIONS: Joe Smith: External Reviewer List

February 3, 2022

Department/School: Department of Horticulture

Rank	Name/order of preference	Nature of any personal/professional knowledge of the reviewer	Unit Head/Director OR Candidate Recommendation
1.	<p>Noah Scott</p> <p>Professor of Horticulture College of Ag Department of Horticulture La Salle University</p> <p><u>Brief Bio: [50 words]</u></p>	<p>Professional contact: The candidate knows Noah Scott in a professional context over the years as a former Board Member of Horticulture Society and International Horticultural Association.</p>	Unit Head
2.	<p>Lance Gerber</p> <p>Professor, Department of Horticulture Sciences University of Florida</p> <p><u>Brief Bio: [50 words]</u></p>	<p>Professional contact: I was introduced to Lance Gerber professionally during his time teaching Horticultural Sciences at Carnegie Mellon before he joined the faculty at the University of Florida. I have not worked with him professionally in any real context but am aware of his creative work, collaborations and critical practice.</p>	Candidate

List any individuals who should <u>NOT</u> be contacted due to close affiliation	Reason
<p>Mallorie Fetzner</p> <p>Professor of Horticulture College of Ag Sciences Department of Horticulture Colorado University</p>	<p>Professional contact: The candidate and Malorie Fetzner have co-authored a book together.</p>
<p>Shelly Kornpett</p> <p>Professor, Department of Horticulture Howard University</p>	<p>Professional contact: Professor Kornpett was the candidate's dissertation chair</p>

PROMOTION AND TENURE DUE DATES

FOR REVIEWS IN ACADEMIC YEAR FA 2022/SP 2023

SPRING 2022 (for detailed information, please consult the 22.23 Procedures and Due Dates Document):

February 12	Unit P&T committees elected, and committee chair appointed. Unit representative to College P&T committee appointed.
March 2	Consult with Dean regarding any recommendations for early tenure based on an extraordinary and exceptionally stellar record.
March 23	Names of candidates for tenure and promotion to associate professor due to Dean's Office. Names of candidates for promotion to full professor, and past five years of annual reviews, recommended by department head/school director due to Dean's Office.
May 3	List of external reviewers for all candidates for promotion and tenure (six recommended by candidate and six recommended by department head/school director due to Dean's Office.

*(The below dates **may** be adjusted once the University Administrative Guidelines for Promotion and Tenure 2022-2023 are released in July. If dates change, a revised schedule will be sent. These dates will also be listed on the College Admin Due Date calendar.)*

FALL 2022

July 1	University Administrative Guidelines distributed/posted.
November 30	6th-year tenure and promotion dossiers completed at the Unit level and forwarded to the Dean's Office.
Dec 2-Jan 25, 2023	College P&T Committee's review period of 6th-year tenure and promotion dossiers.

SPRING 2023

January 26-Feb 24	Dean reviews 6 th year and promotion dossiers.
28	Fixed Term Promotion Dossiers due to the Dean's Office.
February 1	All factual changes or new information must be submitted for 6 th year and promotion dossiers.
3	4th -year dossiers completed at the Unit level and forwarded to the Dean's Office.

February 3, 2022

- 6-24 College P&T Committee's review period of 4th-year dossiers.
 - 24 College P&T Committee completes reviews for 4th-year dossiers and forwards to the Dean.
 - 28 All positive recommendations by the Dean (and all positive reviews prior to the Dean's review for final tenure regardless of the Dean's recommendation) forwarded to the University P&T Committee via Office of Human Resources.
- March 3-Apr.19 Dean's review period of 4th-year dossiers.
- 28 2nd year dossiers forwarded to the Dean's Office
- April 2-19 Dean's review period of 2nd-year dossiers.
- 23 Dean completes 2nd and 4th-year reviews and notifies faculty whose appointments will not be continued, in accordance with the provisions of AC-23.
 - 30 Dean complete Fixed-Term promotion reviews and shares results in writing with the candidate and unit head/school director.
- May 7 All final decisions on promotion and tenure completed by the President based on recommendations of the Executive Vice President and Provost; all candidates notified of the results of the reviews.