Promotion of Non-Tenure Track Faculty from Instructor to Senior Instructor I

To be eligible for promotion to the rank of Senior Instructor I, the individual must possess at least a Master’s degree and have the equivalent of at least three full years (1.00 FTE) of college-level language teaching experience, including the equivalent of at least three years full-time service (continuous or discontinuous) at PSU. Candidates for promotion must have demonstrated high quality in teaching and in working with students as evidenced by regular departmental reviews.

In addition to providing evidence of skill in teaching, candidates for promotion should demonstrate a record of contribution which furthers the mission of either the specific language program, the department as a whole, or the larger institutional community in one of the following areas: 1) research, 2) community outreach, or 3) institutional service. Evidence of this contribution should show a high standard of professional commitment through sustained and significant activity and may consist of the following:

- **RESEARCH:**
  - presentations at professional or scholarly conferences
  - publications (including peer-reviewed publications)
  - internal or external grant-writing activities

- **COMMUNITY OUTREACH:**
  - statements and letters from community partners
  - documentation of projects undertaken/completed
  - a record of sustained efforts in the creation & maintenance of community partnerships

- **DEPARTMENTAL OR INSTITUTIONAL SERVICE:**
  - statements and letters from colleagues
  - documentation of projects undertaken/completed
  - internal or external grant-writing activities
  - a record of participation on departmental committees

Candidates for promotion to Senior Instructor I will present relevant documentation in a portfolio that includes:

1. course materials
2. all student evaluations
3. curriculum vitae or annual faculty activity reports
4. a comprehensive self-review or personal statement (narrative)
5. statements of support from departmental/institutional colleagues or community partners
6. other materials relating to the candidate’s responsibilities as described in the letter of offer
7. other relevant materials submitted by the candidate

The review will be conducted by the departmental P & T Committee. The instructor under review for promotion may nominate a member of the Department of World Languages and Literatures to participate in the P & T committee’s review for this purpose.

For faculty members hired prior to September 16, 2014, the timelines for promotion to Senior Instructor I shall not apply.
SIGNATURE PAGE
Promotion of Non-Tenure Track Faculty from Instructor to Senior Instructor
Revised May 27, 2014

Department/Division Chair 5/27/14

Dean 7/1/14

Academic Affairs Approval:

Vice Provost for Academic Personnel and Leadership Development 9/21/14
Guidelines for the Promotion of Non-Tenure Track Faculty
Department of World Languages and Literatures
Adopted September 2014

Promotion of Non-Tenure Track Faculty from
Senior Instructor I or II to Assistant Professor

To be eligible for promotion to the rank of Assistant Professor, the individual must possess a terminal degree (usually a PhD) and have the equivalent of at least six full years (1.00 FTE) of college-level language teaching experience, including the equivalent of at least three years full-time service (continuous or discontinuous) as Senior Instructor and/or Senior Instructor I at PSU. Candidates for promotion must have demonstrated high quality in teaching and in working with students as evidenced by regular departmental reviews.

In addition to providing evidence of skill in teaching, candidates for promotion should demonstrate a record of on-going professional engagement and promise of future contributions to the profession. Candidates must be active in their disciplinary field, and they must be able to demonstrate that they contribute to that field, normally through peer-reviewed activities related to traditional areas of scholarship, scholarship of teaching, or scholarship of community engagement. Such activities may include:

- presentations at professional or scholarly conferences
- publications (including peer-reviewed publications)
- external grant-writing activities
- workshop presentations for professionals in the field

Candidates for promotion to Assistant Professor may also choose to document contributions in community outreach or in institutional service. Evidence of these contributions should show a high standard of professional commitment through sustained and significant activity and may consist of the following:

- statements and letters from colleagues
- statements and letters from community partners
- internal or external grant-writing activities
- documentation of projects undertaken/completed

Candidates for promotion to Assistant Professor will present relevant documentation in a portfolio that includes:

1. all student evaluations
2. curriculum vitae
3. a comprehensive self-review or personal statement (narrative)
4. statements of support from colleagues or community partners
5. other materials relating to the candidate’s responsibilities as described in the letter of offer
6. documentation of scholarly activities
7. other relevant materials submitted by the candidate

The review will be conducted by the departmental P & T Committee. The instructor under review for promotion may nominate a member of the Department of World Languages and Literatures to participate in the P & T committee’s review for this purpose.

An individual who has opted to be considered for promotion to Assistant Professor retains the right to be considered for promotion to Senior Instructor II if an application for promotion to Assistant Professor is unsuccessful.

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1 This promotion path applies only to faculty members hired prior to September 16, 2014.
SIGNATURE PAGE
Promotion of Non-Tenure Track Faculty from Senior Instructor I or II to Assistant Professor
Revised May 27, 2014

Department/Division Chair  9/15/14  Date

Dean  9/16/14  Date

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Guidelines for the Promotion of Non-Tenure Track Faculty
Department of World Languages and Literatures
Adopted September 2014

Promotion of Non-Tenure Track Faculty from
Senior Instructor I to Senior Instructor II

To be eligible for promotion to the rank of Senior Instructor II, the individual must possess at least a Master’s degree and have the equivalent of at least three full years as Senior Instructor I or equivalent (1.00 FTE) of college-level language teaching experience, including the equivalent of at least three years full-time service (continuous or discontinuous) at PSU. Candidates for promotion must have demonstrated leadership in addition to high quality in teaching and in working with students as evidenced by regular departmental reviews.

In addition to providing evidence of skill in teaching, candidates for promotion should demonstrate a record of contribution which furthers the mission of either the specific language program, the department as a whole, or the larger institutional community in one of the following areas: 1) research, 2) community outreach, or 3) institutional service. Evidence of this contribution should show a high standard of professional commitment, as well as demonstrated leadership, through sustained and significant activity and may consist of the following:

- **RESEARCH:**
  - the chairing or organization of panels or workshops at professional or scholarly conferences
  - presentations as invited speaker or guest lecturer
  - presentations at professional or scholarly conferences
  - publications (including peer-reviewed publications)
  - internal or external grant-writing activities

- **COMMUNITY OUTREACH:**
  - statements and letters from community partners
  - documentation of projects led/undertaken/completed
  - a record of sustained efforts in the creation & maintenance of community partnerships

- **DEPARTMENTAL OR INSTITUTIONAL SERVICE:**
  - statements and letters from colleagues
  - documentation of projects led/undertaken/completed
  - internal or external grant-writing activities
  - a record of initiative and leadership on major departmental or university committees

Candidates for promotion to Senior Instructor II will present relevant documentation in a portfolio that includes:

1. course materials
2. all student evaluations
3. curriculum vitae or annual faculty activity reports
4. a comprehensive self-review or personal statement (narrative)
5. statements of support from departmental/institutional colleagues or community partners
6. other materials relating to the candidate’s responsibilities as described in the letter of offer
7. other relevant materials submitted by the candidate

The review will be conducted by the departmental P & T Committee. The instructor under review for promotion may nominate a member of the Department of World Languages and Literatures to participate in the P & T committee’s review for this purpose.

For faculty members hired prior to September 16, 2014, the timelines for promotion to Senior Instructor II shall not apply.
SIGNATURE PAGE
Promotion of Non-Tenure Track Faculty from Senior Instructor I to Senior Instructor II Revised May 27, 2014

Department/Division Chair 5/27/14

Dean 7/1/14

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