

Second- and Fourth-year Provisional Tenure Review Guidelines, College of Medicine

Completed second- and fourth-year provisional tenure review dossiers are due in the Dean's Office, via the Office of Faculty Affairs, **no later than February 13**. This is a firm deadline.

On the face page of the dossier, the applicable recommendation box must be checked and signed off by the Department Promotion and Tenure Committee Chair and Department Chair, to reflect whether or not the recommendation includes continuation on the tenure track. The recommendation box must be checked *before* submission of the dossier to the Dean's Office.

The candidate's narrative statement is required for all provisional reviews. The statement may not exceed three pages. Two peer-review of teaching letters covering the period under review are required for all provisional reviews, as well as peer-review of teaching letters from any previous provisional reviews.

The evaluative letters from the Department Promotion and Tenure Committee and Department Chair should be addressed to the Dean. The Department Promotion and Tenure Committee evaluative letter **MUST** include the numeric vote on the action (including note of any abstentions) of whether or not the committee recommends continuation on the tenure track.

For all faculty members who receive the majority of their salary support (> 50%) from an Institute, a letter from the Institute Director must be included in the dossier. The Institute Director will provide a letter for the dossier in the same manner as the Chair of a department in which a candidate holds a joint appointment (see HR23 Administrative Guidelines, V.F.1). In this letter, the Institute Director should evaluate the faculty member's work within the Institute. The Institute Director's letter should be placed in the dossier in front of the departmental Promotion and Tenure Committee's evaluative letter and made available to the departmental Promotion and Tenure Committee for its review (similar to a joint appointment letter). This procedure must be followed consistently for all candidates for promotion or tenure in the College of Medicine (see HR23 Administrative Guidelines, V.F.3, page 20). It is the responsibility of the primary Department Chair to solicit this letter for the dossier.

For faculty who hold a joint appointment, the joint appointment Department Chair will provide a letter for the dossier. The joint appointment Department Chair's letter should be placed in the dossier in front of the Department Chair's evaluative letter and made available to the departmental Promotion and Tenure Committee for its review. It is the responsibility of the primary Department Chair to solicit this letter for the dossier.

The evaluative letters from a previous provisional tenure review, when applicable, shall be included in the dossier in the section labeled "*Statements of Evaluation of the Candidate by Review Committees and Administrators*". The letters shall be presented in chronological order beginning with the earliest provisional review through the most recent provisional review. The peer review of teaching letters from a previous tenure review, when applicable, shall be included in the *Scholarship of Teaching* section. The teaching letters should be presented in reverse chronological order beginning with the most recent peer review of teaching letters. If this information is not included, the dossier will be returned to the department for insertion.

All second-year reviews shall be held in the second semester of the second year. All fourth-year reviews shall be held in the second semester of the fourth year.

HR-23 guidelines regarding consultation, in the event of disagreement between the department chair and the department committee (for example), apply. Consultation should be initiated after the previous review process has been completed and a recommendation has been made in writing. The letter from the previous review level cannot be revised after the consultation.

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After a provisional tenure review has occurred:

1. The Dean of the College of Medicine writes an evaluative letter, addressed directly to the candidate, and copied to the Department Chair.
2. The Department Chair discusses the results of the provisional review, including the Dean's letter, with the candidate. The candidate receives written copies of all provisional evaluative letters at that time, i.e., department committee, department chair, and dean's evaluation.

Questions may be directed to the Office of Faculty Affairs via cweisman@psu.edu; and cdevine@hmc.psu.edu.

Updated 2011; 10/2012; 2/2013, 09/2013, 04/2014