COLLEGE OF MEDICINE PROMOTION PROCESS FOR FIXED-TERM INSTRUCTOR AND RESEARCH ASSISTANT FACULTY MEMBERS

This guideline pertains to promotions of fixed-term Instructors (Instructor to Senior Instructor; Senior Instructor to Assistant Professor) and Research Assistants (Research Assistant to Senior Research Assistant; Senior Research Assistant to Research Associate).

The promotion process for fixed-term Instructor and Research Assistant faculty members is initiated by the Department Chair. Consideration for promotion requires review of the candidate's CV and eligibility for the next higher position. Preparation of a full dossier is <u>not</u> required for this type of promotion.

Candidates for these types of promotion are reviewed by the Department P&T Committee, and Department Chair, who makes a recommendation to the Dean. The recommendation from the Department Chair should indicate the role and expectations of the faculty member upon promotion, and also the proposed effort allocation. The Department Chair should prepare an offer letter addressed to the candidate which includes the role and expectation of the faculty member upon promotion, and also the proposed effort allocation, which specifies effort in the four mission areas.

The candidate's CV, the promotion recommendation from the Department P&T Committee and Department Chair, and draft letter of offer from the Department Chair are submitted to the Office of Faculty Affairs *no later than March 1*. If approved by the Dean, the promotion takes effect on July 1.

For questions, please contact Carol S. Weisman, Ph.D., Associate Dean for Faculty Affairs, at cweisman@psu.edu or extension 6690; or Cindy Devine, OFA Administrative Coordinator, at cdevine@hmc.psu.edu, extension 4432.

Penn State Policy HR-21 Definition of Academic Ranks

Adopted: June 21, 2010

Updated: March 22, 2012, January 14, 2013