**Non-Tenure Line (NTL) Faculty Policies**

**Department of Meteorology and Atmospheric Science**

*Approved 12 November 2018*

Non-Tenure Line (NTL) faculty augment the extent and range of activities performed by tenured faculty. NTL faculty currently make up a significant percentage of the total faculty in the College of Earth and Mineral Sciences (EMS). The duties and responsibilities of NTL faculty members fall into four main categories: teaching, research, service, and administration. Each NTL faculty member has their own unique duties and responsibilities that are tied to funding sources. Some NTL faculty focus on one specific responsibility area, while others are involved in a mixture of responsibility areas, and these responsibilities may change over time.

Acknowledging the variety of responsibilities and career paths that occur within the NTL faculty, this document summarizes the Department’s NTL policies. For more information, visit the [Department’s NTL faculty webpage](http://www.met.psu.edu/browse-by-audience/faculty-staff/fixed-term-and-research-faculty-information).

**Participation in Department Activities**

Many regular department academic activities and social events, categorized below, are open to NTL faculty. Through regular participation in these activities and events, NTL faculty contribute to the department, and they also have the opportunity to meet members of the department, including tenure-line faculty, staff, graduate students, and other NTL faculty.

***Department Colloquia***

NTL faculty are strongly encouraged to attend the weekly department colloquia during the academic year, and they may sign up for slots to meet with colloquium speakers. NTL faculty are welcome to suggest colloquium speakers.

***Social Events***

NTL faculty and their families are welcome to attend department picnics, banquets, and other social events.

***Faculty Meetings***

NTL faculty are invited to participate in regular faculty meetings when they attain an intermediate or senior rank, i.e., Associate Research/Teaching Professor, Research/Teaching Professor, Professor of Practice. Additional NTL faculty members, such as the Chair of the NTL Faculty Advisory Committee, may attend faculty meetings at the discretion of the Department Head. In addition, members of the [Graduate Faculty](https://secure.gradsch.psu.edu/gpms/) may attend faculty meetings, regardless of their rank.

NTL faculty who are eligible to attend faculty meetings may vote on all department issues except for hiring decisions for tenure-line faculty (except as noted below). After consultation with the tenure-line faculty, the Department Head may invite a few senior NTL faculty to vote on hiring decisions for tenure-line faculty. Only members of the Graduate Faculty may vote on graduate program related issues.

***Faculty Position Searches***

NTL faculty will be asked to provide input to Department search committees regarding tenure-line job candidates and may be invited to serve on search committees. NTL faculty are eligible to meet with job candidates, and they are invited to the seminar that candidates give for the Department. NTL faculty feedback will be summarized by the Chair of the NTL Faculty Advisory Committee and then either communicated to the Chair of the relevant faculty search committee or presented to the faculty directly.

**NTL Faculty Advisory Committee**

The NTL Faculty Advisory Committeeserves as a conduit of information between Department and EMS College administration and members of the Department’s NTL faculty. The Committee represents the needs and concerns of the NTL faculty and also disseminates information pertaining to policies and issues of NTL faculty appointments.

The NTL Faculty Advisory Committeemeets monthly during the academic year. The Committee has five members, one of which is the Department’s representative on the College of EMS NTL Faculty Advisory Committee. Committee members are elected from the NTL faculty in the Department. Members serve for 3-year terms. After two consecutive terms, a member must step down for at least one year. The College representative is elected to a 3-year term in a separate election and is bound by any term limits imposed by the College committee. For more information about the Department’s NTL Faculty Advisory Committee, consult the [**by-laws**](http://www.met.psu.edu/browse-by-audience/faculty-staff/fixed-term-and-research-faculty-information/fixed-term-research-faculty-advisory-committee-bylaws).

***Annual NTL All Hands Meeting***

The NTL Faculty Advisory Committee organizes an annual All Hands meeting every Fall for all NTL faculty. The meeting includes presentations on current topics of interest for the NTL faculty, as well as time for discussion of important issues.

**Organization**

NTL faculty members generally are listed on the Department web site and on the Department bulletin board under the *Research and Teaching Faculty and Staff* category. Those NTL faculty who have a professorial title (Assistant Research/Teaching Professor or above) and are regularly involved in teaching activities and/or the supervision of graduate students may be listed under the *Faculty* category at the discretion of the Department Head.

**Graduate Faculty Membership**

The [Graduate Faculty](https://secure.gradsch.psu.edu/gpms/) at Penn State is intended for individuals who participate broadly in the training of graduate students (e.g., supervising research, serving on M.S./Ph.D. committees, teaching graduate-level classes) on an ongoing basis and who have an active program of research and scholarship appropriate to their field. NTL faculty are generally expected to be actively involved in graduate student mentoring or teaching prior to requesting membership on the Graduate Faculty (e.g., informal mentoring of graduate students, serving on M.S./Ph.D. committees, teaching graduate courses). NTL faculty who meet these requirements and plan to make **sustained** contributions to graduate education in the Department through teaching courses and/or mentoring of graduate students are eligible for membership in the Graduate Faculty through the following process.

1. Confirm you meet the [University-level minimum qualifications](http://gradschool.psu.edu/faculty-and-staff/faculty/graduate-faculty-membership-faqs/?previewid=06ED0E2E-CAD3-E8A4-40526A0D558CFF52) for membership in the Graduate Faculty under one of the available categories.
2. Forward nominations from two current members of the Graduate Faculty in the Department, including at least one tenure-line faculty member, to the Department Head.
3. Send a current CV to the Department Head.
4. Upon invitation from the Department Head, give a seminar on your research during the regular Wednesday weekly colloquium. This seminar serves three purposes: 1) it helps introduce you to the tenure-line faculty; 2) it builds relationships between you, tenure-line faculty, and graduate students; and 3) it allows the Department to assess your potential as a graduate course lecturer.
5. At the next regular faculty meeting after your seminar, members of the Graduate Faculty will vote on your nomination. If the nomination passes, then you will work with the Department office staff to complete the Graduate Faculty membership form.
6. The Department Head will submit the completed Graduate Faculty nomination form to the Graduate School. The nomination must be approved by appropriate College-level and University-level committees; you will be notified of the outcome at the end of this process.

To maintain membership on the graduate faculty, it is the responsibility of the NTL faculty member to supervise graduate students, serve on M.S./Ph.D. committees, and/or teach graduate-level classes. Every 3 years, the Department Head will review the status of each NTL faculty member on the Graduate Faculty to ensure the requirements for membership are being met; if not, the Department Head will meet with the NTL faculty member to discuss their interest in retaining Graduate Faculty membership. To retain membership, the NTL faculty member must develop and successfully implement a plan to meet the requirements for membership, otherwise the NTL faculty member will be removed from the Graduate Faculty. Any NTL faculty member removed from Graduate Faculty membership can reapply for Graduate Faculty membership via a simplified process of obtaining two nominations from current members of the Graduate Faculty (one from a tenure-track faculty member), providing a current CV to the Department Head, and having a passing nomination vote at the next faculty meeting by members of the Graduate Faculty. If the lapse in membership on the Graduate Faculty is more than two years, then the Department Head may require the candidate to follow the full nomination process, including the colloquium talk, as described by steps 1-6 above.

**Promotions**

The College of EMS acknowledges that NTL faculty play a different role within the college than tenure-line faculty. As a result, NTL faculty members have different career paths and are evaluated differently than tenure-line faculty. It is important that the evaluation of NTL faculty is based upon each NTL faculty member’s unique career context and job description.

***Annual Reviews***

The NTL faculty promotion process is built upon the annual performance review process. Preparing the annual review is a shared responsibility of the NTL faculty member and their supervisor and/or unit leader. The dean’s annual letter of guidance, the applicable year’s job description, the annual summary, and a candidate's evidence become the NTL faculty’s “annual review.” An annual meeting between the candidate and their supervisor provides a basis for a further revision of the job description for the following year.

Annual reviews summarize your job performance for the previous calendar year (January to December). The steps in the annual review process repeat every year and are summarized below.

* **Annual Letter of Guidance (February/March):** The dean sends an annual letter of guidance to NTL faculty that describes the NTL faculty evaluation and promotion process. The letter is distributed via email. It provides broad guidance and includes reminders about the critical deadlines for the annual review.
* **Faculty Activity Summary (March/early April):** You prepare the faculty activity summary document (including job description), utilizing the format supplied by the College.
* **Annual Review (by April 15):** You meet with your supervisor to discuss the faculty activity summary, including job description, prior year activities, and future goals. If it is your first year, the job description only is discussed. Please make sure that your job description is accurate and reflects your current and expected future duties.
* **Annual Assessment (by 15 August):** If not completed as part of the Annual Review, your supervisor will provide you with a written assessment of your performance during the past calendar year. *You and your supervisor should ensure that a copy of your annual written assessment is included in your personnel file*.
* **Evidence Compilation (January to December):** Throughout the year, you should compile evidence relevant to your job description.

***Promotion Process and Promotion Dossier***

To initiate the promotion process, you should solicit support from you supervisor and/or unit leader during your annual review. After receiving favorable support, you will prepare your Promotion Dossier. Information on the content required in the Promotion Dossier and the specific details of the promotion process are listed in the [Fixed Term (FT) Faculty Promotion Policy document](https://www.ems.psu.edu/sites/default/files/documents/faculty_staff/ems_fixed_term_faculty_promotion_policy_-_15_january_2018.pdf).

The deadlines for NTL faculty promotion include:

* **1 August**: deadline for the Chair of the Department’s NTL Faculty Promotion Committee to solicit candidates for promotion for the upcoming academic year. The Chair will email all of the NTL faculty to remind them about the promotion process, along with a link to the [Fixed Term (FT) Faculty Promotion Policy](https://www.ems.psu.edu/sites/default/files/documents/faculty_staff/ems_fixed_term_faculty_promotion_policy_-_15_january_2018.pdf) and the Department promotion deadlines.
* **30 August**: deadline for candidates to inform the Department’s NTL Faculty Promotion Committee and the Department Head of your interest in being considered for promotion. It is the responsibility of the Department’s NTL Faculty Promotion Committee to provide advice and feedback to candidates on their draft Promotion Dossiers, including the personal statement and the list of internal (if appropriate) and external referees from whom evaluation letters will be requested.
* **1 October**: deadline for candidates to provide a complete Promotion Dossier to the Department’s NTL Faculty Promotion Committee and the Department Head, including a list of candidate referees from whom internal (if appropriate) and external evaluation letters will be requested.
* **20 December**: deadline for the Department Head to submit the completed Promotion Dossier and other necessary documents to the Dean of the College for consideration. Candidates are typically notified of the outcome of the promotion review by the end of May in the following year.