

Earth and Environmental Systems Institute: Abbreviated procedures and time-line for promotion of Fixed Term and Research Faculty (FT&R).

- A. All FT&R personnel and their supervisors need to be familiar with the FT&R procedures for research institutes in the College of Earth and Mineral Sciences
<http://www.eesi.psu.edu/resources/FTR.pdf>;
- B. Position descriptions and work statements should be updated annually by FT&R personnel and their supervisors. These documents are central in the evaluation process;
- C. Promotion of all FT&R personnel will include an evaluation and recommendation by the EMS Institutes Committee;
- D. Supervisors/mentors will submit dossiers to the FT&R EMS Institutes Committee;
- E. The EMS FT&R Institutes Committee will submit a recommendation to the Institute Director;
- F. The Institute Director can approve promotion of FT&R personnel from Research Assistant to Senior Research Assistant;
- G. Promotion to Senior Research Associate, Senior Lecturer, Senior Scientist, or higher grades requires a recommendation from the EMS Institutes Committee, the Institute Director, the College FT&R committee, and approval by the Dean;

Key Dates

- A. July 1st. The Institute Director identifies all FT&R personnel who as of July 1st have been at their current rank for six full years;
- B. August 1st. The Institute Director notifies each employee, and their supervisor, that they have been in rank for six full years and may be eligible for promotion;
- C. October 31st. Dossiers that include all necessary supporting material for promotion are submitted to the Institutes FT&R committee;
- D. November 15th. The Institutes FT&R committee recommendations are forwarded to the institute Director;
- E. January 4th (The first working Monday in January). For promotion to Senior Research Associate, Senior Lecturer, or Senior Scientists, or higher grades, the Institute Director forwards dossiers and recommendations to the Dean for distribution to the College FT&R Committee;
- F. March 31st. The College FT&R Committee submits their recommendation to the Dean
- G. April 22nd. The Dean notifies nominees of outcomes.