

EESI Timeline and Abbreviated Procedures for  
Fixed Term and Research (FT&R) Faculty Promotion

Below is the abbreviated procedures and timeline 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.ems.psu.edu/sites/default/files/documents/faculty\\_staff/institutes.pdf](http://www.ems.psu.edu/sites/default/files/documents/faculty_staff/institutes.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. Early Fall. The Institute Director identifies all FT&R personnel who as of July 1<sup>st</sup> have been at their current rank for five full years;
- B. August - September. The Institute Director notifies each employee, and their supervisor, that they have been in rank for five full years and may be eligible for promotion;
- C. October 31<sup>st</sup>. Candidate indicates to Unit Head whether or not he or she wants to be considered for promotion.
- D. December 14. Dossiers that include all necessary supporting material for promotion are submitted to the Institute Director
- E. January 2. For promotion to Assistant Research Professor or higher grades, the Institute Director forwards dossiers and recommendations to the Dean for distribution to the College FT&R Committee;
- F. January 31. The College FT&R Committee submits their recommendation to the Dean
- G. May 31. The Dean notifies nominees of outcomes.