

Senate Document SD 15-28
(Approved, 4/18/2016)

TO: Kathy Pollock, Chair
Executive Committee

From: Faculty Affairs Committee
Cigdem Gurgur, Chair

Re: Revision of CEPP P & T document

Date: March 30, 2016

DISPOSITION: To the Executive Committee for inclusion in the next senate meeting

WHEREAS, the Faculty Affairs Committee finds the revised document, College of Education and Public Policy V. Promotion and Tenure, in compliance with SD 14-36 and SD 14-35;

BE IT RESOLVED, the College of Education and Public Policy V. Promotion and Tenure be replaced with the attached document.

The College of Education and Public Policy

V. Promotion and Tenure

- A. The CEPP and each department will follow its own guidelines in compliance with Senate Document SD 14-35 and Senate Document SD 14-36 when it pertains to promotion and tenure issues.
- B. The assessment points for promotion and tenure cases are as follows:
 - 1. Department promotion and tenure committee
 - 2. Department chair
 - 3. CEPP promotion and tenure committee
 - 4. CEPP Dean
 - 5. Campus promotion and tenure subcommittee (if applicable)
 - 6. Vice Chancellor for Academic Affairs
 - 7. Chancellor
 - 8. Indiana University Board of Trustees

The appointment letter of a faculty member to more than one academic unit shall identify that department whose tenure/promotion process shall apply to the appointee.

C. Document Review and Approval

The members of the CEPP Leadership Committee will review and approve all promotion, tenure, and third-year review criteria and procedures for each department in the CEPP.

Each department's procedures must adhere to the guidelines and procedures laid out in the CEPP Policy Handbook and Senate Documents SD14-35 and SD 14-36.

Department procedures must be submitted to the Senate Faculty Affairs Committee for feedback and then reviewed and approved at the college level. The feedback from the Senate Faculty Affairs Committee shall be forwarded to the college.

Departments shall submit their respective promotion, tenure and third-year review criteria and procedures to the CEPP Leadership Committee in order for the Leadership Committee members to evaluate and provide written feedback to the department. The department must submit the changes to the department documents in a manner that is compliant with the time requirements delineated in SD 14-36.

The Leadership Committee shall review the department criteria on the basis of the following, in alignment with SD 14-35 and 14-36:

1. The explanation of how the department criteria align with the guiding principles of the college. This explanation should reference credible evidence as to the appropriateness of the criteria for the discipline.
2. Criteria for quality of performance (e.g., competence, excellence) in all areas (e.g., teaching, service, research and/or creative endeavor) for all levels (e.g., associate professor and professor), except criteria for excellence in service to associate professor.
3. The completeness of the department criteria document in alignment with SD 14-35.

If the college rejects the criteria of a department, a thorough explanation of the rejection must be sent to the department from the Leadership Committee. The faculty in the department will have an opportunity to discuss the feedback with the members of the Leadership Committee.

If there is a disagreement between the department and college about criteria, the Senate Faculty Affairs Committee will arbitrate the disagreement according to the procedures listed in SD 14-36.

D. College committee

Composition of the college committee

1. Committee composition and functions are defined in this procedures document as part of college's faculty governance documents and periodically be distributed with the Bylaws of Senate. The CEPP promotion and tenure committee shall consist of two elected tenured members from each department. Departmental elections for service on the CEPP promotion and tenure committee must be conducted in compliance with the VCAA's P&T timetable and the membership list must be forwarded to the Dean.
2. Members must have prior experience serving at the lower level of the process.
3. Members may serve on department committee but not campus committee while serving on the college committee.
4. Members may not serve consecutive terms. Terms are 3 years. Membership terms should be staggered. Because members of the college committee may not serve consecutive terms, the terms shall be staggered and may not be longer than three years. Members of the Leadership Committee will conduct yearly elections for the College P & T committee and it will be the responsibility of the Leadership Committee to monitor the adherence of the member rotation and

member eligibility for the CEPP Promotion and Tenure committee. At the end of each spring semester, the chair of Leadership Committee shall obtain the names of the CEPP P&T committee members for the next academic year.

5. The initial meeting of the CEPP promotion and tenure committee will be coordinated by the Dean's office. Members of the college committee elects a chair.

6. The Dean of the college may not serve on college committee or participate in meetings.

E. Primary task of the college committee

1. The college committee shall review how well the process has adhered to documented procedures, and review the recommendation of the lower levels. If the committee questions a decision of a lower level, it may review the case based on evidence as it compares to the department criteria.

2. The Committee writes a letter that states and explains the recommendation and addresses agreement/disagreement with lower levels.

F. Senate promotion and tenure committee

The chair of the Leadership Committee will coordinate the nomination process. The committee will solicit from nominations among faculty who have served on the college committee. The elected faculty names will be forwarded to the Chief Academic Officer of IPFW.

G. Case Process

1. A candidate must identify criteria documents to be used. These must have been in effect during 6 years before the submission of the case.

2. Updates can be added to case after department committee votes, but not new information. Each decision level decides if evidence submitted after department level can be included and reviewed at that level.

3. Each decision level forwards a letter of recommendation, without attachments, to the next level.

4. At each level, administrator or committee chair writes letter to candidate that includes vote tally, recommendation, and reasons. When the vote is not unanimous, the letter must include majority opinion and the minority opinion. The letter must be given to the candidate at the same time as the case moves forward. The candidate may submit a written response to the statement to the administrator or the committee chair within 7 calendar days of the date of the recommendation and must proceed with the case. At the same time that the case is sent forward to the next level, the administrator or committee chair shall send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to administrators and committee chairs at the lower level(s). The committee chair must distribute copies of the letter to the committee members.

5. Deliberations of committees are confidential. Only the chair of committee may communicate with the candidate. Votes are openly declared. Committee members must be present during deliberations, in order to vote. No abstentions/proxies are allowed in voting.

H. Individual Participation

1. Only tenured faculty may serve as voting members.
2. No one can serve as a voting member of the committee when they have a case going up
3. An individual can serve as voting member on departmental and one other committee. No individual may serve on BOTH college and campus committee.
4. Administrators/members recuse themselves from the committee if there is a conflict of interest. Committee members decide if a member should recuse. The next highest administrator decides if the administrator recuses. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of the case.
5. The department chair who has written a recommendation must recuse themselves at higher levels.

I. Review of Progress of Probationary Faculty to Tenure and Promotion

Each department of the CEPP will develop, approve, and implement its own Third Year Review Process, in accordance with SD 14-36.