

TO: Kathy Pollock, Chair
Executive Committee

From: Faculty Affairs Committee
Cigdem Gurgur, Chair

Re: Revision of CHHS 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 document, College of Health and Human Services Promotion and Tenure, in compliance with SD 14-36 and SD 14-35;

BE IT RESOLVED, the College of Health and Human Services Promotion and Tenure, be replaced with the attached document.

Indiana University - Purdue University Fort Wayne
COLLEGE OF HEALTH AND HUMAN SERVICES

Guiding Principles

The College of Health and Human Services has adopted the guiding Principles as established in IPFW Senate Document SD 14-35 *Guiding principles of promotion and tenure at IPFW*

Policy and Procedures for Promotion, Tenure and Third Year Review

Promotion and Tenure is a time honored process in higher education designed to encourage the advancement and scholarship of teaching, service and research/creative endeavor through the professional development of faculty.

Preparation of the dossier and compilation of evidence to support an application for Tenure and Promotion or Promotion is the sole responsibility of the candidate. Successful tenure track and tenured candidates for tenure and promotion or promotion must demonstrate excellence in one area and competence in the other two areas

The College of Health and Human Services (CHHS) has adopted the following procedures to guide candidates, departments and the College through the process of Promotion and /or Tenure in compliance with the Indiana University-Purdue University Fort Wayne (IPFW) SD 14-36 *Procedures for Promotion and Tenure and Third Year Review*.

Case Process

Candidates seeking tenure and/or promotion through the University must identify the criteria document that should be used to judge the case. The department criteria document used must have been in effect at some point during the six years preceding the submission of the case.

Nominations for promotion and/or tenure shall be considered at several levels including:

- Department committee,
- Chief academic officer of the department,
- College committee
- Chief academic officer of the college,
- IPFW campus committee, and
- Chief academic officer of IPFW.

The chief administrative officer at IPFW shall forward recommendations to the President of Indiana University or to the President of Purdue University.

All cases for promotion and/or tenure shall pass sequentially through the decision levels above, however, cases that receive unanimous positive votes from the department, chief

academic officer of the department, college committee, and chief academic officer of the college shall bypass the campus committee and proceed directly to the chief academic officer of IPFW. A candidate whose case is bypassing the campus committee may request a review by the campus committee.

No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. The intent is that each level will be reviewing the same case. Each decision level is responsible for determining if items submitted after a case has cleared the department committee should be included in the case or considered to be new evidence that should be excluded.

1. Each decision level forwards only a letter of recommendation to the next level. Recommendations may not include attachments or supplemental information.
2. The administrator or committee chair at each level shall inform the candidate in writing of the vote tally or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. 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 also 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). Committee chairs shall distribute copies to committee members.
3. The deliberations of committees at all levels shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote.

The following rules shall apply for participation in the review process at any level:

1. Only tenured faculty may serve as voting members of promotion and tenure committees at any level.
2. No person shall serve as a voting member of any committee during an academic year in which his or her nomination for promotion or tenure is under consideration, nor shall any individual make a recommendation on his or her own promotion or tenure nomination.
3. Individuals may serve and vote at the department level and one other level (college or campus).

4. The department level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before college committees.
5. The College shall identify those individuals who are eligible to serve on the campus committee based on tenure status and prior service on a department and/or college P and T committee. Individuals who meet the minimum requirements shall be asked if they would like to have their names placed into consideration for the campus committee. A slate of interested individuals shall be developed and the CHHS voting faculty shall select two nominees. The nominees selected by the faculty shall be forwarded to the Chancellor for consideration.
6. Voting members of committees and chief academic officers shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor or other work which is a major part of the candidate's case or if they have other conflicts of interest. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. The next highest administrator will decide if a chief academic officer who collaborated with the candidate needs to recuse her/himself.
7. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of that case.
8. Chief academic officers who have written a letter of recommendation as part of will recuse themselves from discussion or vote on that candidate's case at a higher level.

I. THE DEPARTMENT COMMITTEE

A. Establishing the department committee

The department committee composition and functions shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the college. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the college or, in the absence of such procedures, by the Senate.

B. Composition of the department committee

1. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires. If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the chief academic officer of the college the names of faculty members from other departments whom it deems suitable to serve on

the department committee. From this list, the chief academic officer of the college shall appoint enough faculty members to bring the committee membership to between three and five.

2. Members of the department committee shall elect a chair from among its members.
3. The chief academic officer of the department may not serve on the department committee or participate in meetings.
4. Any faculty member subject to the procedures and guiding principles of promotion and tenure at IPFW shall have the opportunity to read and provide feedback on cases in their home department until such time as the department committee has made a recommendation regarding tenure and/or promotion. Any document that is provided does not become part of the case and does not move forward with the case.

C. The Role of the Department Committee

1. review the evidence presented in the case,
2. compare the case to department criteria, and
3. Make a recommendation to the chief academic officer of the department in the form of a letter.

Letter of Recommendation:

The letter of recommendation from the department committee shall be based on the case and department criteria and clearly state and explain the recommendation of the committee including commenting on the candidate's professional standing.

II. THE CHIEF ACADEMIC OFFICER OF THE DEPARTMENT

A. Role of the chief academic officer of the department

1. Review the case and compare to department criteria
2. Review how well the process has adhered to the documented procedures to this point.
3. Review the recommendation of the lower level.
4. Make a recommendation to the College Committee in the form of a letter.

Letter of Recommendation:

The letter of recommendation from the chief academic officer of the department shall be based on the chief academic officer's review of the case in light of department criteria, the process to this point, and clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decision of the lower level.

III. THE COLLEGE COMMITTEE

A. Establishing the college committee:

The college committee composition and functions shall be established by the college faculty, incorporated into the documents which define the

procedures of faculty governance within the college, and approved by the Senate. This procedure shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws of the Senate are distributed.

B. Composition of the college committee

1. There is no requirement that the majority of the college committee members be at the same or higher rank than the rank to which a candidate aspires.
2. Members of the college committee must have prior experience serving at a lower level in the process before serving on the college committee.
3. Members of the college committee may serve at the department level, but not at the campus level in the promotion and tenure process while serving on the college committee.
4. Members of the college committee may not serve consecutive terms. Terms shall be staggered and may not be longer than three years.
5. Members of the college committee shall elect a chair from among its members.
6. The chief academic officer of the college may not serve on the college committee or participate in the meetings.

C. Role of the College Committee

1. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
2. Review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
3. Make a recommendation to the next level in the form of a letter.

Letter of Recommendation:

The letter of recommendation from the college committee shall be based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

IV. THE CHIEF ACADEMIC OFFICER OF THE COLLEGE

A. The Role of the Chief Academic Officer of the College

1. Review how well the process has adhered to the documented procedures to this point.
2. Review the recommendations of the lower levels. This review shall include a consideration of the basis of the decisions from the

lower levels and may include consideration of the evidence in the case as it compares to department criteria if a decision from a lower level is judged to be contrary to the evidence.

3. Make a recommendation to the next level in the form of a letter.

Letter of Recommendation:

The letter of recommendation from the chief academic officer of the college shall be based on the chief academic officer's review of the process to this point, and must clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decisions of lower levels.

PROGRESS REVIEW OF PROBATIONARY FACULTY TOWARD TENURE AND PROMOTION

It is in the best interest of IPFW and College of Health and Human Services to see its faculty succeed. One way to judge success for probationary faculty is to evaluate progress toward tenure and promotion at the midway point.

This midpoint review shall be conducted by the department who shall develop a procedure based on the following guidance.

Development of Review Procedure: Departments must develop a procedure for reviewing progress of probationary faculty toward tenure and promotion that adheres to the following principles:

1. The procedure must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure).
2. Departments/programs must have a thorough formative review process that provides specific details about where improvement is needed and must be based on department criteria. The formative review must occur half way through the third year.
3. The formative review must be voted on by the department promotion and tenure committee.
4. The chief academic officer of the department must comment on the case and the review from the committee.
5. The probationary faculty member must have opportunities to respond during the reviews.
6. If, at any point during the probationary period, a chief academic officer at any level is not recommending the reappointment of a probationary faculty, the input and vote of the promotion and tenure committee at the same level must be sought.