

TO: Fort Wayne Senate
FR: Faculty Affairs Committee
Zafar Nazarov, Chair
RE: Revision of CPS P & T document
Date: March 13th, 2018

DISPOSITION: To the Fort Wayne Senate for inclusion in the next senate meeting

WHEREAS, the College of Professional Studies has elected to adopt SD 14-35 as their college criteria for promotion and tenure, and has revised their promotion and tenure procedures document (attached) so as to be in compliance with SD 14-36; and

WHEREAS, the Faculty Affairs Committee finds that the revised document is in fact in compliance with SD 14-36;

BE IT RESOLVED, the Senate approve the most recently amended CPS document as their current promotion and tenure document.

BE IT FURTHER RESOLVED, that the College of Professional Studies' promotion and tenure procedures approved in this document shall, as of July 1, 2018, supersede and replace all prior promotion and tenure procedures for the College of Education and Public Policy and the College of Health and Human Services at IPFW.

In Favor:
Zafar Nazarov
Lesa Vartanian
Daren Kaiser
Becky Salmon
Talia Bugel
Andres Montenegro

Opposed:

Non-Voting
Marcia Dixon

Purdue University Fort Wayne
College of Professional Studies
Proposed
Promotion and Tenure Procedures
Submitted by Governance Task Force
3/12/18

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A. 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, research/creative endeavor, and service and 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 candidates for tenure with promotion to Associate Professor must demonstrate excellence in research or teaching with competence in service, research or teaching.

Candidates for promotion to Professor must demonstrate excellence in research, teaching or service with competence in service, research or teaching.

The College of Professional Studies 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*.

B. Case Process

Candidates seeking tenure and/or promotion must identify the Department or School Promotion and Tenure Criteria document that should be used to evaluate the case. The Departmental Promotion and Tenure Criteria used must have been in effect at some point during the six years preceding the submission of the case. The promotion and tenure criteria

for each department or school shall be approved by the voting faculty in the respective department or school and approved by the College of Professional Studies.

Candidate cases for promotion and/or tenure shall be considered at several levels in the following order:

1. Department committee
2. Chief academic officer of the department
3. College committee
4. Chief academic officer of the college
5. Purdue Fort Wayne (PFW) campus committee
6. Chief academic officer of PFW

The chief administrative officer at PFW shall forward recommendations to the President of Purdue University.

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.

All cases for promotion and/or tenure shall pass sequentially through the decision levels above.

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 submits 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 the written response 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).
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 Faculty Governance Committee of 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&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 College of Professional Studies voting faculty shall select two nominees. The nominees selected by the faculty shall be forwarded to the Office of Vice Chancellor for Academic Affairs 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 the case will recuse themselves from discussion or vote on that candidate's case at a higher level.

C. The Department Committee

Each department/school in the College of Professional Studies follows the guiding principles as established in IPFW Senate Document SD 14-35 Guiding principles of promotion and tenure at IPFW.

1. Establishing the department/school committee:
The department committee composition and functions shall be established according to a procedure adopted by the faculty of the department or school and approved by the faculty of the college with a majority vote. 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.
2. Composition of the department committee:

- i. The majority of the department or school 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. Persons outside of the department but within the college will be considered for membership on the committee prior to persons outside of the college. If persons outside of the college are selected to serve on the committee, rationale for their participation must be documented by the Chief Academic Officer of the college. From this list, the chief academic officer of the college shall appoint enough faculty members to bring the committee membership to three.
 - ii. Members of the department committee shall serve three-year staggered terms.
 - iii. Members of the department committee shall elect a chair from among its members.
 - iv. The chief academic officer of the department may not serve on the department committee or participate in meetings.
 - v. 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.
3. The Role of the Department Committee:
- i. Review the evidence presented in the case
 - ii. Evaluate the case in light of department criteria
 - iii. Make a recommendation to the chief academic officer of the department in the form of a letter

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.

D. The Chief Academic Officer of the Department

The role of the chief academic officer of the department is to:

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.

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.

E. The College Committee

1. 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.

2. Composition of the college committee:

- i. The Faculty Governance Committee will initiate and manage the process for selection of college committee membership.
- ii. Each department/school will submit the name of one eligible faculty to be their representative on the college committee. Each department/school will submit the name of one eligible faculty to be considered for an at-large position on the committee. The voting college faculty will select by vote one at-large member. Total membership in the committee will be five.
- iii. 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.
- iv. Members of the college committee must have prior experience serving at a lower level in the process before serving on the college committee.
- v. Members of the college committee may serve at the department/school level, but not at the campus level in the promotion and tenure process while serving on the college committee.
- vi. Members of the college committee may not serve consecutive terms. Terms shall be for three years and must be staggered.
- vii. Members of the college committee shall elect a chair from among its members.
- viii. The chief academic officer of the college may not serve on the college committee or participate in the meetings.

3. Role of the College Committee

- i. 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.
- ii. Review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels.
- iii. 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.
- iv. Make a recommendation to the next level in the form of a letter.

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.

F. The Chief Academic Officer of the College

The Role of the Chief Academic Officer of the College is to:

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.

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.

G. Campus Promotion and Tenure Committee

The Faculty Governance Committee, in consultation with the Chief Academic Officer of the College, will solicit eligible nominees for consideration by the voting faculty of the college. Faculty will vote for nominees and the two faculty names with the most votes will be sent to the Office of the Vice Chancellor for Academic Affairs for consideration for the Campus Promotion and Tenure Committee.

H. Third Year Review of Tenure-Track Faculty

It is in the best interest of PFW and College of Professional Studies 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.

Each department of the College of Professional Studies will develop, approve, and implement its own Third Year Review Process based on guidance in accordance with SD 14-36. The following principles must be followed:

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 third-year review must be evaluated by the department/school promotion and tenure committee, and submit their vote and recommendation to the chief academic officer of the department/school. Their vote and recommendation is also submitted to the tenure track faculty.

4. The chief academic officer of the department/school must comment on the case and the review from the committee.
5. The tenure track 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 tenure track faculty, the input and vote of the promotion and tenure committee at the same level must be sought.

Date _____ – Approved by the College of Professional Studies

Date _____ – Approved by PFW Faculty Senate