

Approved, 4/12/2021

MEMORANDUM

TO: Fort Wayne Senate

FROM: Talia Bugel, Chair
Faculty Affairs Committee

DATE: March 25, 2021

SUBJ: College of Liberal Arts Promotion and Tenure documents

WHEREAS, Fort Wayne Senate Document 14-36 states that “Purdue Fort Wayne and its autonomous academic units shall establish, within the timeframes and by means of guiding principles and criteria established in other documents, procedures for the evaluation of faculty for promotion and tenure”; and

WHEREAS, Senate Document 19-25 approved the creation of a College of Liberal Arts; and

WHEREAS the College of Liberal Arts has developed its own Promotion and Tenure document to guide the process for tenure-track, tenured, clinical and lecturer faculty;

BE IT RESOLVED, that the Fort Wayne Senate approve the following Promotion and Tenure document submitted by the College of Liberal Arts.

12.0 PROCEDURES FOR PROMOTION AND TENURE

Fort Wayne Senate Document SD 14-36 charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1.4) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.2.1). The College faculty adopts Senate Document SD 14-35, SD 18-15, and SD 19-9 as College guiding principles regarding promotion and tenure. The following section of the College Governance Document is subordinate to Senate legislation, and revisions to this section require Senate approval.

12.1 Candidates and Their Cases

12.1 Each Assistant Professor must be considered for tenure not later than during the penultimate year of the probationary period. Faculty who are candidates for promotion (but not tenure) may submit a case whenever they are eligible for promotion. That case must be considered according to university policies and procedures.

12.1.2 Each candidate for promotion and/or tenure is responsible for the preparation and submission of the case according to applicable guidelines and schedules. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in the appropriate folder but is not considered part of the case. The candidate shall determine the content of the case and the supporting documentation. No change in the case or the supporting documentation may be made without the consent of the candidate. Updates can be added to the case, but not new information. Each decision level decides if evidence submitted after department level can be included and reviewed at that level.

12.2 Decision Levels

All cases for promotion and/or tenure shall pass sequentially through the following decision levels before being forwarded to the campus committee:

12.2.1 The department committee, whose composition and functions shall be established according to a procedure adopted by the Faculty of the department and approved by the Liberal Arts Faculty, subject to Senate review. The majority of faculty on the department committees must be of the same or higher rank to which the candidate aspires. All lecturers, tenured or tenure-track members of the department should be consulted and may comment about each case for promotion and/or tenure. This consultation will not be part of the record of the case; the actual department committee is the final deciding body.

12.2.1.1 In the case of Lecturer promotion cases, the department committee should include a faculty member deemed the equivalent of a department's "head for teaching and learning," one or more faculty with teaching responsibility in the same general area and one or more Senior Lecturers. Senior Lecturers may join an existing committee for the sole purpose of voting on the Senior Lecturer case(s).

12.2.1.2 If fewer than three faculty are eligible in the department to serve on the committee, the department chair submits a list of candidates to the dean of the college, who appoints the appropriate faculty member(s) to the committee.

12.2.1.3 The chair will be elected by the committee from within its membership.

12.2.1.4 The chair of the department may not serve on the department committee or attend meetings.

12.2.1.5 The letter appointing a faculty member to more than one academic unit shall identify that

department whose promotion and tenure process shall apply to the appointee.

12.2.1.6 The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter.

12.2.2 The department chair. (Promotion and/or tenure cases of department chairs proceed directly from the department committee to the College committee.)

12.2.3 The College of Liberal Arts Promotion and Tenure Committee, comprising five tenured Voting Faculty members. When necessary, two Senior Lecturers will serve on the Promotion and Tenure Committee for the sole purpose of reviewing cases for promotion to Senior Lecturer.

12.2.3.1 Terms shall be two years. Committee members cannot serve on the promotion and tenure committee for more than two consecutive years.

12.2.3.2 Five members of the Voting Faculty will be nominated and elected for the College's initial seating of the College's Promotion and Tenure Committee. Three members will be nominated and elected to serve a two-year term. Two members will be nominated and elected to a one-year term so as to stagger committee membership in future years.

12.2.3.3 Nominees must have prior experience at the department level. If a department has fewer than three tenured Faculty members eligible to serve, the department may choose to submit no nominee. Department chairs or program directors whose departments have pending tenure or promotion cases and members of the campus promotion and tenure committee are ineligible to serve. The ballot shall identify each candidate's department, rank, and tenure status. At least two candidates should optimally have the rank of Full Professor. The dean may not serve as a committee member nor attend College committee meetings as an observer. When necessary, the Nominations and Elections Committee will also call for nominations for two Senior Lecturers to serve on the Promotion and Tenure Committee.

12.2.3.4 The committee shall choose a chair from among its voting members. The first meeting shall be called by the Dean.

12.2.3.5 Each candidate may select from among the tenured, tenure-track, or lecturer faculty a nonvoting representative who will be available to answer questions pertaining to the case. The representative will have the option of making an opening statement. The representative is bound by the same rules of confidentiality as committee members and shall withdraw before the committee's vote is taken. A candidate may not act as the representative before the committee, nor shall a committee member to committee members.

12.2.3.6 Each case is to be duplicated (electronically or in print) in full and distributed to all committee members by the committee chair. The supporting documentation is to be maintained in confidence.

12.2.4 The Dean of the College of Liberal Arts. (The Dean's promotion and/or tenure case proceeds directly from the College committee to the campus committee).

12.2.4.1 The Dean of the College of Liberal Arts will adhere to the primary tasks laid out for the chief academic officer of the college in SD 14-36, or its successor document.

12.2.4.2 The Dean's Letter of Recommendation will be guided by instructions in SD 14-36, or its successor document.

12.3 Operation of Committees

12.3.1 The committees at the department and college levels will follow senate procedures laid out in SD 14-36, or its successor document.

12.3.2 The administrator or committee chair at each level shall inform the candidate in writing of the recommendation and vote on the nomination, with a statement of the reasons therefor, by the time the case is sent forward. The administrator or committee chair shall also send to the previous level(s) a copy of the recommendation and statement of reasons. When the vote is not unanimous, a written statement stipulating the majority opinion and minority opinion must be included. The candidate may submit a written response to the statement to the committee chair within 7 calendar days of the date of the recommendation; this response must proceed with the case. At the same time the case is sent forward to the next level, the committee chair shall also send a copy of the recommendation and statement of reasons, and the candidate's response, if any, to the department chair and the department promotion and tenure committee chair. The committee chair shall distribute copies to committee members.

12.3.3 All committee deliberations shall be confidential. The committee's recommendation and vote shall be communicated only by the chair. Within the committee, individual votes shall be openly declared. Outside the committee, only the total vote shall be disclosed. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote. When a committee member must step down due to an extreme personal emergency, the Nominations and Elections Committee shall find a replacement for the remainder of that committee member's term using a process similar to the one for electing committee members to full terms.

12.3.4 All cases except tenure cases in the penultimate year may be withdrawn by the candidate at any stage.

12.3.5 The substantive evaluation of a candidate's qualifications shall occur primarily at the department level. The college committee shall review how well the process has adhered to documented procedures and 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.

12.3.6 When a candidate has been nominated for both promotion and tenure, separate committee votes shall be taken for each change of status, and separate rationales provided when the votes are not identical. Separate recommendations on each change of status shall similarly be supplied by the department chair and Dean.

12.3.7 Committee members 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. Any committee member who recuses her/himself shall leave the room during the discussion of that case.

12.3.8 The Committee writes a letter of recommendation from the College committee 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.

12.4 Individual Participation

12.4.1 No candidate shall serve on any promotion and tenure committee, nor shall any candidate make a recommendation on his or her own case.

12.4.2 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 the College Committee.

12.5 Selection of the Liberal Arts Nominees for the Purdue Fort Wayne Campus Committee.

For the campus committee, the Voting Faculty shall elect by preferential ballot five nominees, at least two of whom shall be full professors and one of whom must be a senior lecturer. The ballot shall identify each candidate's academic rank.