

FORT WAYNE SENATE – 89-2 COLLEGE OF ENGINEERING, TECHNOLOGY  
1 AND COMPUTER SCIENCE

Senate Document 89-2  
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(Amended, 4/10/2006)

**ETCS Assembly Document 93-94 03**

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*(Amended 3-11-2019)*

**COLLEGE OF ENGINEERING, TECHNOLOGY AND COMPUTER SCIENCE**

**PROMOTION AND TENURE COMMITTEE PROCEDURES**

**PREAMBLE**

The College Assembly Representatives (at April 2<sup>nd</sup> 2018 meeting) agreed that all of the Assembly documents should be updated to allow for the Indiana University and Purdue University Fort Wayne (IPFW) to Purdue University Fort Wayne change. In addition, it was agreed at the same meeting that all of the Assembly documents should be updated to address the newly instituted School of Polytechnic as an academic unit under the College of ETCS.

**A. CAMPUS COMMITTEE**

1. The Assembly of Representatives shall conduct a faculty election by ranked ballot each spring semester for up to three nominees to serve on the Campus Committee. The slate of candidates will include only tenured faculty and promoted clinical faculty of the college. Faculty who applied for Promotion and/or Tenure and received positive recommendation from the chancellor are also eligible. The names of the nominees will be forwarded to the chief administrative officer of Purdue Fort Wayne by the chair of the Assembly of Representatives. When necessary a tie shall be resolved by a simple ballot.

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**B. COLLEGE COMMITTEE**

1. The committee shall consist of one faculty member from each department/school in the College, having been promoted to the rank of Associate Clinical Professor, Clinical Professor, Associate Professor or Professor. Faculty who applied for Promotion and/or Tenure and received positive recommendation from the chancellor are also eligible. Members must have prior experience serving at a lower level in the process before serving on the college committee. Individuals prohibited from serving on this committee include:

- Department/School Chairs/Directors, Associate Deans, Assistant Deans, and Deans
- Anyone with a Promotion or Tenure case going forward
- Anyone serving on the Campus P&T committee

In addition, the following committee members shall be recused from hearing a particular case:

- Anyone who has shared significant credit for research or creative endeavor or for other work which is a major part of the candidate's case
- Anyone who has a conflict of interest with the candidate's case
- Anyone who collaborates with the candidate, if the committee decides recusal is warranted

Any recused committee member shall leave the room during the discussion of that case. In the case of recusal, the department/school shall have the opportunity to appoint a replacement.

2. Each department/school with a vacant position on the College P&T Committee shall send the names of two qualified faculty, if available, to the Assembly by April 15. The Assembly of Representatives shall conduct a faculty election by voting for one of the two from each required department/school to select the needed committee members who shall serve for their rotating three year term. The Assembly of representative shall complete their election by April 30. When necessary a tie shall be resolved by a coin toss. Members may not serve consecutive terms.
3. The Dean of the college shall not serve on the committee, and shall not participate in the meetings.

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4. The committee shall meet to evaluate and make recommendations on all cases for promotion and/or tenure. A positive vote in the committee shall consist of a simple majority. A tie vote of the committee shall be considered neither an endorsement nor a rejection of the nominee's application for promotion and/or tenure.
5. As part of the review, the committee shall evaluate 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.
6. The review shall include consideration of the basis of the decision made by the Department/School Committee. If the College Committee judges that the Department/School Committee's decision is contrary to the evidence, the College Committee may include consideration of the evidence in the case as it compares to department/school criteria.
7. When the case is for both promotion and tenure, the case for promotion shall be considered first. A positive recommendation for promotion is also a positive recommendation for tenure. In the event of a negative recommendation for promotion, the case for tenure shall be considered separately.
8. The committee shall elect a chair from among the elected members. The duties of the chair shall be to run the meetings of the committee, keep the record of discussions for use in writing the committee statement and hold the open votes on each case. The committee's statement shall be a written statement of the decision and the candidate's strengths and/or weaknesses. The committee shall agree to the final written committee Statement. The chair shall communicate the final written committee statement, including any applicable minority report. The final written committee statement for each case shall be delivered to the Dean within three working days of the end of all case deliberations. The recorded vote (totals only) shall be a part of the written committee statement for each case.
9. The committee chair shall provide the written statement to the candidate, the next higher level, the chair/director of the department/school committee, the chair/director of the department/school, the department/school committee members, and the college committee members, within seven working days after the committee completes its reports on all cases. Candidates may respond in writing within seven calendar days of the date of the recommendation.
10. The deliberations of that committee shall be strictly confidential. Within the confidential discussions of the committee, each member's vote on a case shall

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be openly declared. No proxies or abstentions are permitted. Committee members must be present during deliberations in order to vote.

**C. DEPARTMENT/SCHOOL COMMITTEE**

1. Each department/school shall inform all full time clinical, tenured, or tenure-track members of the department/school of all cases for promotion and/or tenure, from that department/school, and provide opportunity for discussion. The department/school committee shall then be formed, and shall elect a chair. The department/school committee shall then be elected according to departmental/school procedures. The majority of the members of the department/school committee shall have the same or higher rank to which the candidate aspires. If fewer than 3 department/school faculty are eligible to serve, the department/school chair/director shall submit to the dean the names of acceptable faculty from other departments/schools. The dean shall appoint sufficient faculty from this list to constitute a department/school committee of 3 to 5 members. No individual with a Promotion or Tenure case going forward may serve on this committee. The following committee members shall be recused from hearing a particular case:

- Anyone who has shared significant credit for research or creative endeavor or for other work which is a major part of the candidate's case.
- Anyone who has a conflict of interest with the candidate's case.
- Anyone who collaborates with the candidate, if the committee decides recusal is warranted.

Any recused committee member shall leave the room during the discussion of that case.

2. The candidate must identify the department/school P&T criteria document used for evaluating the case. This document must have been in effect at some point during the six years preceding submission of the case.
3. The department/school committee shall meet to evaluate and recommend action on the case. A simple majority vote in favor of promotion or tenure shall be interpreted as constituting a positive recommendation. The department/school chair/director shall not serve on the department/school committee, nor participate in meetings.
4. When the case of for both promotion and tenure, the case for promotion shall be considered first. A positive recommendation for promotion is also a positive recommendation for tenure. In the event of a negative

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recommendation for promotion, the case for tenure shall be considered separately.

5. All voting members of the department/school committee shall be tenured faculty. Faculty who applied for Promotion and Tenure and received positive recommendation from the chancellor are also eligible.
6. The committee chair shall communicate the committee's decision. The chair communication shall be a written statement of the decision and the candidate's strengths and weaknesses. This statement shall be provided to the candidate, the next higher level, and all members of the department/school committee, within seven working days after the committee completes its deliberation on all cases. Candidates may respond in writing within seven calendar days of the date of the recommendation. Once the department/school committee vote and recommendation are made, no information (other than updates) may be added to the case.
7. The deliberations of the committee shall be strictly confidential. Within the confidential discussions of the committee, each member's vote on a case shall be openly declared.

**D. APPROVAL OF DEPARTMENT/SCHOOL P&T PROCEDURES & CRITERIA**

- 1 Upon creating or revising P&T procedures, the department/school shall submit the document to Senate Faculty Affairs Committee for feedback.
- 2 The Senate Faculty Affairs Committee shall forward feedback on P&T procedures to the department/school and to the College.
- 3 The department/school shall submit the P&T procedures document to the College P&T Committee for review and approval. The review shall meet all requirements and guiding principles listed in FWSD 14-35 and FWSD 14-36. A simple majority constitutes approval.
- 4 Upon creating or revising P&T criteria, the department/school shall submit the P&T criteria document to the College P&T Committee for approval. A simple majority constitutes approval.
- 5 The College P&T Committee shall forward its recommendations to the Faculty Assembly for a final vote of approval.