

**Division of Public and Environmental Affairs  
Indiana-Purdue University at Fort Wayne**

To: IPFW Senate Agenda Committee  
From: William G. Ludwin *WGL*  
Subject: FWSD 88-13  
Date: August 28, 1989

The following was approved by a vote of 7 yes and 0 no by the faculty of the Division of Public and Environmental Affairs at IPFW and is submitted for Senate review in accordance with FWSD 88-13.

FWSD 88-13 (Amended 12/12/1988 and Amended and Approved 1/16-1/1989) charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1) and (2) to establish, with the approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.3). This document is submitted to the Senate pursuant to FWSD 88-13, its provisions are subordinate to it, and revisions to it require senate review.

The Division of Public and Environmental Affairs at Indiana University-Purdue University will convene all tenured and tenured track faculty to advise the director of the division on all promotion and tenure cases.

Nominees from the Division of Public and Environmental Affairs to the campus committee will be selected from among the tenured faculty by the division director with the advice of all tenured and tenure track faculty.

The office of the Dean of the School of Public and Environmental Affairs will establish liaison with the chief academic officer of IPFW to ensure that the review of these candidacies are coordinated.

Revised April, 1989

OFFICE OF THE DEAN  
SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS  
INDIANA UNIVERSITY

PROMOTION AND TENURE CRITERIA

Indiana University's School of Public and Environmental Affairs (SPEA) was established with the principal thought that public management for the foreseeable future will require continuous professional education and research support of the type that universities can best provide. As mandated by the Board of Trustees of Indiana University, SPEA is university-wide so as to facilitate mobilization of the total resources of the University in dealing with those public problems to which the University can and should provide assistance. SPEA is structurally and financially independent of any existing school or department and has the right and authority to recommend appointment and promotion of its own faculty and to establish its own programs in education, research and technical assistance. With these organizational and mandated features in mind, the criteria to be utilized by the School's appointed Promotion and Tenure Committee are as follows:

Criteria for Promotions

Teaching, research, and service which may be administrative, professional, or public are long-standing University promotion criteria

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(see I.U. Academic Handbook, pages 54-55, SPEA Faculty Professional Guidelines, and SPEA Governance Document, February, 1984). Promotion considerations will take into account the specific SPEA mission (SPEA Governance Document, February, 1984), as well as the individual faculty member's contributions to this mission. A candidate for promotion should normally excel in at least one of the above categories and be satisfactory in the others. Promotion to any rank is a recognition of past achievement and a sign of confidence that the individual is capable of greater responsibility and accomplishments. Promotion from assistant to associate normally occurs at the time a tenure decision is reached. However, SPEA faculty are not automatically considered for promotion to the Associate level at the time a tenure decision is made and the recommendation is independent of the tenure decision. Promotion to full professor would not normally be considered prior to the completion of four years at the associate rank.

### Criteria for Tenure

After the appropriate probationary period, tenure shall be granted to those faculty members whose professional characteristics indicate that they will continue to serve with distinction in their appointed roles. The criteria for tenure and the criteria for promotion (see I.U. Academic Handbook, pp. 31 and 54-56, SPEA Faculty Professional Guidelines, and SPEA Governance Document, February, 1984) are similar, but not identical. Tenure considerations will take into account the specific SPEA mission (see SPEA Governance Document, February, 1984) and the individual faculty member's contribution to this mission, along with the professional standards and needs of his or her school or University. Tenure will

generally not be conferred unless the faculty member achieves, or gives strong promise of achieving promotion in rank within the University (see Policies Governing Reappointment and Non-Reappointment during Probationary Appointment Period, I.U. Academic Handbook, pp. 27-30).

Because of the extreme importance of tenure decisions to the future growth and development of SPEA, a positive decision to grant tenure requires that within the categories of teaching, research, and service, a candidate for tenure should normally excel in at least one of the above categories and be judged to be satisfactory in the others by the Dean, Associate Deans and SPEA Promotion and Tenure Committee (PTC). Additionally, the Dean, Associate Deans, and PTC must be convinced that they will remain so in the future. The service category includes making a positive contribution to the professional outreach mission of the School and a positive contribution to the School, University and/or external community on a continuing basis.

#### Promotion and Tenure Procedures

The initiation of candidates for promotion and early tenure is made by the Faculty Chair(s) (after discussion with Program Directors) in consultation with the Deans. As noted in the handbook, any faculty member may submit his/her candidacy for promotion. A tenure decision must be made on each faculty member that has accumulated six years toward tenure.

The candidate will have primary responsibility for the preparation and timely submission of the dossier. The Colleague Advisor will assist the non-tenured candidates (including third year review candidates) in the preparation of their dossiers. If campus location is a problem, the Program Director will assume this responsibility, along with the Faculty

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Chair, as appropriate. The Faculty Chair will have major responsibility for assisting tenured promotion candidates unless, of course, campus location is a problem. The Dean's Office will also be available to assist each candidate as needed. The dossier of each faculty candidate is reviewed by the appropriate Faculty Chair, Program Director, and Colleague Advisor (for non-tenured candidates) who submit evaluations that are included in the dossier. The recommendations of the appropriate systemwide faculty members (full professors for promotion/tenured faculty for tenure) concerning the candidate are recorded on a vote basis (Dean's Office). The dossiers are then reviewed by the SPEA Promotion and Tenure Committee (Unit Committee). The SPEA Promotion and Tenure Committee submits its recommendations concerning candidates to the Dean. The Dean then submits his recommendation and the Unit Committee recommendation to the office(s) of the Dean of Faculties for review by the appropriate Campus Promotion and/or Tenure Committee(s). The recommendation of the Campus Committee is forwarded to the appropriate Vice President(s) and/or Chancellor who will then submit a recommendation to the President's Office for Board of Trustees action.

If at any level a negative recommendation is made, the candidate is informed immediately. Successful candidates are notified by the Board of Trustees.