

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee
David Oberstar, Chair

DATE: November 23, 1999

SUBJ: Replacement of SD 89-12 (Promotion and Tenure Procedures
for the Division of Public and Environmental Affairs [DPEA])

DISPOSITION: To the Presiding Officer for implementation

WHEREAS, SD 88-13 states under 1.0 that: "Nominations for promotion and/or tenure shall be considered at several levels. The preponderance of the evaluation of a candidate shall occur at the first level;" and

WHEREAS, SD 97-22 states: "That in tenure and/or promotion cases wherein tenure and/or promotion is awarded at IPFW, the dossiers shall be prepared according to IPFW guidelines and considered according to IPFW criteria, policies and practices;" and

WHEREAS, the procedure followed by the Division of Public and Environmental Affairs as outlined in SD 89-12 does not comply with these directives

BE IT RESOLVED, That the attached document supersede SD 89-12.

PROMOTION AND TENURE PROCEDURES FOR THE

DIVISION OF PUBLIC AND ENVIRONMENTAL AFFAIRS (DPEA)

1. The DPEA Promotion and Tenure Committee (DP&TC) will convene to advise the Division Director prior to his/her evaluation of the candidate's case which he/ she submits to the School of Public and Environmental Affairs (SPEA) system-wide P&T Committee.
2. When the candidate's case is received at IPFW from SPEA, the Vice Chancellor for Academic Affairs will transmit it to the DP&TC for its final evaluation and recommendation to the Division Director. The DP&TC will submit its votes, evaluation and recommendation to the Division Director, who will forward his/her recommendation and that of the DP&TC to the IPFW campus P&T Committee.

The DP&TC will make its assessment and will take a formal vote on the candidate's case in each of the three categories (research, teaching, and service). Committee members will

either rate the candidate "excellent," "satisfactory," or "unsatisfactory" in all three categories. The DP&TC will be guided by the prevailing SPEA policy where promotion can result by achieving an "excellent" rating in one category and at least a "satisfactory" rating in the other two categories, or, based on a "balanced case," by achieving "highly satisfactory" in all three categories. A separate vote (if applicable) for tenure will be taken, where committee members will vote "yes" or "no" on that issue. In either instance, the DP&TC will base its decision on an assessment of the vita, a narrative statement, documentation of research, teaching, and service, as well as internal and external reviews.

3. DPEA will follow the promotion and tenure timetable published by the Vice Chancellor for Academic Affairs at IPFW.