

(Approved, 9/10/2001)

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee

David Oberstar, Chair

DATE: May 4, 2001

SUBJ: Promotion and Tenure Procedures document for the Division of Organization
Leadership and Supervision

Disposition: To the Presiding Officer for implementation

Whereas, Organizational Leadership and Supervision has been designated a "division" and not a "department;" and

Whereas, the promotion and tenure procedures of units above the department level are subject to the review and approval of the Senate

Be it resolved, That the following document be approved by the Senate.

ORGANIZATIONAL LEADERSHIP AND SUPERVISION:

PROMOTION AND TENURE PROCEDURES

PREAMBLE:

- A. Senate Document SD 88-25 (amended 11/95) states that “the decision to grant tenure/senate-dev . must depend in part on what has been achieved in teaching, research, and service, and, to a greater degree, on what the candidate can reasonably be expected to achieve in these areas in the future/senate-dev . In contrast to tenure, promotion in rank is more heavily dependent upon evidence of professional achievement/senate-dev .”
- B. Senate Document SD 88-13 states 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.” Therefore, the candidate is to be evaluated at all levels against the criteria established by the candidate’s department/division and accepted by higher administrative units. This document sets forth those procedures for evaluating candidates for promotion and tenure from the Division of Organizational Leadership and Supervision.
- C. All statements in this document are intended to be consistent with and in no way supersede policies or criteria established by Indiana University-Purdue University Fort Wayne.

Selection to Campus committee:

A faculty election, by ranked ballot, will occur each year (no later than March 1) for two nominees to serve on the campus Promotion and Tenure Subcommittee. The slate of candidates will be from the tenured faculty of the division. The division’s program coordinator will forward the names of the nominees to the Chancellor of IPFW. When necessary a tie shall be resolved by an additional ballot.

Candidate:

1. No OLS candidate for promotion and/or tenure can vote on his/her own case.
2. At all levels of the process, the candidate will have the opportunity to provide a written response which will be forwarded with the case.

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3. The candidate may revise or edit his/her dossier in response to comments made by the OLS Promotion and Tenure Committee prior to formal submission of the document. After the dossier is submitted formally to the division committee, no changes can be made other than notification of an award or publication.

Division Committee:

1. There will be 5-7 tenured faculty members on the division's promotion and tenure committee. The committee will consist of tenured OLS faculty and at least two tenured faculty from disciplines outside OLS.
 - a. If there are more than four tenured OLS faculty eligible to serve on the committee, an election will be held to determine who will serve. If there are four or fewer tenured OLS faculty, all will serve on the committee. All voting OLS faculty will take part in the selection.
 - b. The OLS Program Coordinator and Director shall determine a pool of potential committee members from outside the division who would be willing to serve on the committee. All voting OLS faculty will then elect those outside individuals who will serve on the committee
2. All tenured and tenure-track faculty in the division not serving on the committee should be consulted by committee members about each tenure and/or promotion case.
3. The committee shall elect a chair who will prepare a written report to accompany each promotion and tenure decision.
4. The committee will meet to evaluate and make recommendations on all cases for promotion and tenure. A positive vote in the committee shall consist of a simple majority.
5. Each committee member shall be asked to vote openly and declare his/her vote on the case.
6. The committee will consider the case for promotion first. A positive vote for promotion is a positive recommendation for tenure as well. If the majority vote does not recommend promotion, a subsequent vote on tenure will occur.
7. Deliberations of the committee shall be confidential and only the committee chair may communicate a committee's decision to the candidate and to the next level.
8. The committee chair will inform the candidate in writing of the vote or recommendation and the rationale for the decision, including reasons for any dissenting opinion.

Program Coordinator/Director:

After receiving the division committee's written recommendation, the program coordinator will review the candidate's case and prepare a written recommendation. All case materials then will be forwarded to the division director, who will review the case and write a recommendation before sending it to the campus Promotion and Tenure Subcommittee.

Approved by OLS faculty: 3/01