

Department of Biology Promotion and Tenure Procedures

Overview

The Department of Biology Promotion and Tenure Committee consists of all tenured faculty members holding the rank of associate professor or professor. The Promotion and Tenure (P&T) Committee will be called by the chair of the Welfare Committee as needed, and they will select a committee chair to preside over activities while they address their charge. All P&T Committee deliberations and written communications shall be confidential. All votes of the committee will be by open, not secret ballot. Outside the committee only the vote totals will be disclosed.

The process of promotion and tenure typically has three, and potentially four, steps: third year review, tenure and promotion to associate professor, and promotion to full professor. The fourth potential step occurs when an applicant is tenured, but not promoted. If this occurs, the candidate could then proceed for promotion to associate professor the following year.

Each untenured faculty member will receive guidance and advice from a mentoring committee following departmental procedures, as per Biology Document 08-02.

The following document details the steps in the process of promotion and tenure within the Department of Biology. Should this policy conflict with University policy, University policy will have precedence. The department chair has the responsibility to direct candidates to the current IPFW Senate document on tenure and promotion.

Third Year Review

The P&T Committee will initiate a third year review of all non-tenured faculty in the fall term of the third year of faculty appointment at IPFW. The third year review has two main purposes. The first is to assist the candidate in the future preparation of a case for tenure and promotion to associate professor. The second purpose is to provide the department chair and the administration with faculty input regarding the retention and performance of the candidate.

This review will follow the guidelines and format for a promotion and tenure case outlined in the current IPFW Senate document. The P&T Committee via the department chair will notify all untenured faculty by September 15, the beginning of the third year of their appointment that a P&T document should be prepared and submitted for review by the P&T Committee by December 15 of the same year.

The third year review document will include documentation in the areas of teaching, research and service, and should be organized according to guidelines in the current IPFW Senate document. The P&T Committee will meet and review the materials submitted by the candidate. The department chair may attend the P&T meetings as an *ex officio* member, but will not be present for the vote. The chair of the P&T Committee will, with collaboration and approval of the P&T committee, submit a written evaluation of the progress of the candidate to the department chair and the candidate. This evaluation should be in the form of a memo detailing the opinion of the committee on the documented performance of the candidate in teaching, research and service, including any concerns about progress. It will also contain a recommendation as to reappointment of the candidate. This memo will accompany reappointment documentation from the departmental chair to the administration for consideration at all levels of reappointment.

Tenure and Promotion to Associate Professor

The P&T Committee will evaluate cases for tenure and promotion to associate professor. This review will follow the guidelines outlined in the current IPFW Senate document and the Biology Department document on Criteria for Tenure and Promotion. Faculty members seeking tenure and promotion to associate professor will submit material to the committee by the end of the first week of classes in the fall of their sixth year. Faculty have the option to submit their case early. The case will include material documenting performance in research, teaching, and service.

Outside reviewers will be asked to evaluate the performance of the candidate in the chosen area of expertise. Outside reviewers are not asked for their opinion regarding promotion or tenure, but rather for an opinion on how the faculty member is doing in establishing an independent reputation in the area of expertise. The candidate should meet with the department chair before the second week of April before submission to suggest 5-7 potential outside peer reviewers. The chair will select from this list, and will choose others, if appropriate, to obtain a minimum of three and a goal of five outside peer reviews. All received reviews will be included in the case. External reviews will be made available to the candidate for review and response prior to deliberations by the Biology P&T Committee.

After all the materials have been submitted, the committee will meet to evaluate the case and to vote whether or not to recommend promotion and/or tenure. The department chair may attend the P&T meetings as an *ex officio* member, but will not be present for the vote. According to Purdue University policy, a vote for promotion to associate professor is also a vote for tenure. If the initial vote for promotion and tenure is not unanimous, a second, separate vote for tenure will be taken. The chair of the P&T Committee, with the collaboration and consent of the P&T Committee, will prepare a written statement evaluating the merits of the case for use by the department chair and by P&T Committees above the departmental level.

The department chair will then review the case and the recommendation from the P&T Committee, and will prepare a review for the candidate and for P&T committees above the departmental level.

Promotion to Professor

The procedure for assessing the promotion to professor is very similar to that described for assessing promotion cases for associate professor. However, the P&T Committee will consist only of the full professors in the department. If less than three hold that rank, professors from other departments will be recruited to constitute a minimum committee of three. The external reviewers will be asked to give their opinions as to whether the candidate is an authority in his or her field of expertise. All other procedures stated in the section on Tenure and Promotion to Associate Professor will be used in cases for promotion to professor.