

TO: Fort Wayne Senate

FROM: CEPP Senators

RE: Request to amend the College of Education and Public Policy's Promotion and Tenure Procedures

Date: September 10, 2012

Whereas, the School of Education and the Department of Public Policy merged into the College of Education and Public Policy (CEPP) in 2011; and

Whereas, the faculty of the CEPP voted on and approved new governance documents including new P&T procedures in April of 2011; however, the college has not yet forward these procedures to the IPFW Faculty Senate; and

Whereas, the current P&T procedures on record with the Senate, SD 02-17, do not represent the new structure of the college, nor do they provide a mechanism for including Public Policy candidates or faculty representatives at the college-level faculty review committee; and

Whereas, there are faculty members from both Educational Studies and Public Policy submitting cases for both promotion and tenure this fall semester,

Be it resolved that, the Senate approve the attached amendments to SD 02-17, which are taken from the stated language of the CEPP P&T procedures approved by the CEPP faculty in April, 2011.

Senate Document SD 02-17
[Supersedes SD 88-35](#)
(Amended and Approved, 4/14/2003)
(Amended, 9/13/2004)
(Amended, 9/10/2012)

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee
Elaine Blakemore, Chair

SUBJECT: School of Education Promotion and Tenure Procedures

DATE: March 26, 2003

Whereas, The School of Education has created a new Governance Policy Manual; and

Whereas, new School of Education Promotion and Tenure Process and Procedures are contained in that manual; and

Whereas, the School of Education and the Senate Faculty Affairs Committee have approved the new Promotion and Tenure Process and Procedures;

Be it Resolved, that the Senate approve the attached procedures as a replacement for SD 88-35.

VI.

Promotion and Tenure Documents: Process and Procedures

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Promotion and Tenure Documents: Process and Procedures

A. Promotion and tenure procedures for the ~~School of Education~~ **College of Education and Public Policy** and its departments, **Public Policy (PP)**, Educational Studies (ES), & Professional Studies (PS)

1. The promotion and tenure process advances through the following assessment points by the recommended dates listed in the text below:
 - a. Department P&T Committee
 - b. Department Chair
 - c. ~~SOE~~ **CEPP** P&T Committee
 - d. ~~SOE~~ **CEPP** Dean
 - e. Campus P&T Subcommittee
 - f. VCAA
 - g. Chancellor
2. The Candidate for promotion and/or tenure should notify the Department Chair of their intent early enough to allow the case to be submitted to the department by September 15. Candidates are encouraged to begin preparing their case and seeking external letters of review during the spring semester prior to the submission of the case in the fall.
3. ~~The Department Chair will convene a departmental meeting (ES or PS) to form a P&T Committee consisting of all tenured faculty members. The Department Chair will participate as an ex officio member, but may not vote. If, by established departmental criteria, fewer than three persons are eligible to serve on either departmental committee, the department shall submit to the Dean the names of Faculty members from other departments whom it deems suitable to serve on the concerned departmental committee. From the list, the Dean shall appoint enough Faculty members to bring the committee number to three.~~

Each department follows its own guidelines for convening the department P&T committee and following its P&T procedures. Upon completion of their deliberations, the committee reports the vote and letter of explanation to the department Chair by October 1.

4. The Department P&T Committee will elect a chair of the P&T Committee to preside over the P&T meeting, conduct necessary votes, and report the vote,¹ as well as a letter of explanation approved by the whole committee explaining it, to the Department Chair. The letter and vote should be forwarded to the Chair by October 1.
5. The Department Chair will write a separate evaluation of the candidate. The Chair's evaluation, along with the Department P&T Committee's vote and letter of explanation, will be forwarded to the ~~SOE~~ **CEPP** P&T Committee by October 15.
- ~~6. The SOE P&T Committee shall consist of three tenured members from Educational Studies and three tenured members from Professional Studies, all elected by the SOE faculty as a whole. The Faculty Affairs Committee will conduct the election process. Prospective P&T Committee members may be nominated by others or by themselves. If, by established criteria, fewer than three persons from each department are eligible to serve on the SOE P&T committee, the respective department(s) shall submit to the Dean the names of Faculty members from other departments whom it deems suitable to represent the department by serving on the SOE P&T committee. From the list, the Dean shall appoint enough Faculty members to bring the respective department's members on the SOE P&T committee to three.~~

The CEPP Promotion & Tenure Committee shall consist of two tenured members from each department, elected by their respective departments. If by established criteria, fewer than two persons from each department are eligible to serve on the CEPP Promotion & Tenure Committee, the respective department(s) shall follow their own guidelines in selecting Faculty members whom it deems suitable to represent the department by serving on the CEPP Promotion & Tenure Committee. The majority of the CEPP Promotion & Tenure Committee must hold the rank that the candidate aspires to. Annually, the Leadership Committee, in consultation with the department chairs, will provide guidance to the departments as to the necessary rank of their representations on the CEPP Promotion and Tenure Committee.

7. The ~~SOE~~ **CEPP** P&T Committee shall review P&T cases, solicit input from the rest of the tenured and tenure-track faculty, and vote on the case(s). The vote, plus a letter of explanation written by the ~~SOE~~ **CEPP** P&T Committee, will be forwarded to the Dean of the ~~SOE~~ **CEPP**, along with the letter of the Department Chair, and the vote and letter of the Department P&T Committee by October 30.

¹ According to Senate Document 88-13, Procedures for Promotion and Tenure, 2.3, "The deliberations of committees at all levels shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared." Abstention votes are not allowed.

8. The ~~SOE~~ **CEPP** Dean will forward an independent evaluation of a P&T case, along with departmental and school level assessments, to the Campus Promotion and Tenure Sub Committee before November 15.
 9. For any P&T guidelines, not specified above, the ~~SOE~~ **CEPP** and its departments will follow procedures articulated in Senate Document 88-13, SD 88-25 and SD 94-3.
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