

Senate Document SD 02-17
[Supersedes SD 88-35](#)
(Amended and Approved, 4/14/2003)
(Amended, 9/13/2004)
(Amended, 9/10/2012)
Superseded by SD 14-26

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee
Elaine Blakemore, Chair

SUBJECT: School of Education Promotion and Tenure Procedures
(*now College of Education and Public Policy)

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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- A. Promotion and tenure procedures for the 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. CEPP P&T Committee
 - d. 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. 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.

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.

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 CEPP P&T Committee by October 15.
6. 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 and 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 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 CEPP P&T Committee, will be forwarded to the Dean of the CEPP, along with the letter of the Department Chair, and the vote and letter of the Department P&T Committee by October 30.
8. The 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 CEPP and its departments will follow procedures articulated in Senate Document 88-13, SD 88-25 and SD 94-3.