

TO: The Senate

FROM: Faculty Affairs Committee
David Oberstar, Chair

DATE: March 22, 2004

RE: Promotion and Tenure Procedures of the College of Health and Human Services*

DISPOSITION: To the presiding officer for implementation

Whereas the Faculty Affairs Committee has approved the Procedures for Promotion and Tenure of the College of Health and Human Services,

Therefore be it resolved that the Senate approve said document.

This document replaces SD 89-5.

*Note: Formerly School of Health Sciences (changed February 28, 2005)

Indiana University - Purdue University Fort Wayne
COLLEGE OF HEALTH AND HUMAN SERVICES*

HSC 01-01 Procedures for Promotion and Tenure

Faculty and promotion and tenure committees of the College of Health and Human Services will follow the most recent amended version of SD 88-13 *Procedures for Promotion and Tenure* with the following additions and clarifications:

Promotion and Tenure Committee Membership

Only tenured faculty may serve on a Promotion and Tenure Committee at any level.

Department/Program Committee - "Primary Committee"

The department/program committee (also known as the "primary committee") will be composed of three or five tenured faculty who possess the same or higher rank or status to which a candidate aspires. Committee members will be elected from and by the candidate's department/program faculty. The candidate's department chair (hereafter known as the "department administrator") shall serve as a non-voting sixth member. The primary committee chair will be elected at the first committee meeting.

After a department administrator has been notified that they have faculty who will be candidates for promotion and/or tenure for the following academic year, that administrator will initiate formation of the primary committee according to department protocol. In departments where there are fewer than five tenured faculty members, or have fewer than five members able or willing to serve, the candidate's department administrator will ask the dean of the College of Health and Human Services to choose and implement one of the following options: 1) decrease the size of the committee to no fewer than three voting members; or 2) appoint tenured faculty from other department/programs in the College of Health and Human Services and other schools to fill the committee vacancies.

Due to the small number of full professors in the college, the dean may additionally ask that full professors from outside of the College of Health and Human Services participate as committee members when there is a faculty member seeking promotion to full professor.

The primary committee may not include persons who have been appointed to the Campus Committee in the same year.

College Committee

The college committee shall be formed after the announcement of the campus committee so that no faculty member serves on both committees in any one year. The college committee may include members of a candidate's primary committee but the majority of members of the college committee shall be faculty who have not served on a candidate's primary committee. The committee will consist of three or five tenured faculty, with balanced representation of the college disciplines. The dean or the associate dean of the College of Health and Human Services will serve as a non-voting sixth member. At least one-half of the membership of the college committee shall consist of faculty without administrative appointment.

In April of each year, the associate dean of the College of Health and Human Services will solicit names of volunteers from among the tenured faculty of persons who are willing and able to serve on the college committee. The dean of the College of Health and Human Services will select three or five tenured faculty to serve as committee members from submitted names. In the event that five faculty members as described above are unwilling or unable to serve, the dean will choose one of the following options:

- 1) decrease the size of the committee to no fewer than three members; or
- 2) recruit and appoint tenured faculty from the college or other colleges/schools to fill vacancies.

Due to the small number of full professors in the college, the dean may ask that full professors from outside of the College of Health and Human Services participate as committee members when there is a faculty member seeking promotion to full professor.

Campus Committee

In February of each year, the chair of the College of Health and Human Services Faculty Affairs Committee will solicit the names of tenured faculty willing to serve on the IPFW Campus Promotion and Tenure Committee. The Faculty Affairs Committee will then initiate an election among the faculty at large to choose three candidates to submit to the dean. The dean of the College of Health and Human Services will submit these three names to the chancellor for consideration of appointment to the campus committee. In the event that fewer than three persons are willing or able to serve on the campus committee, the dean has the following options: 1) ask a third candidate to serve; or 2) submit fewer than three names.

Promotion and Tenure Committee Process and Procedures

1. Committee members will be notified of the date, time and location of the initial committee meeting.
 - a. The department/program administrator will be responsible for coordinating and initiating the first meeting of the primary committee.
 - b. The associate dean will be responsible for coordinating and initiating the first meeting of the college committee.

NOTE: Due to the importance of the promotion and tenure process, availability for promotion and tenure committee meetings should take priority over other time commitments of committee members.
2. Members will be provided copies of the dossier and access to the supporting materials at least one week prior to the initial meeting.
3. Members should review the case and supporting materials thoroughly prior to attending the initial committee meeting.
4. Members will choose a tenured faculty member as committee chair at the beginning of the initial committee meeting.
 - a. The committee chair will coordinate case review, discussion and voting.
 - b. The committee chair will decide if further meeting(s) of the committee are required to complete P&T business and is responsible to schedule those meeting as necessary.
5. All committee proceedings will be strictly confidential.
6. Each member's vote on the case shall be openly declared within the committee proceedings.
7. Only the committee chair or the department/program administrator may communicate a committee's decision to the candidate.
8. After the committee has voted, the chair of the committee shall write a letter to the dean of the College of Health and Human Services documenting results of the proceedings and vote. The letter should contain the following:
 - a. A statement of when the committee met
 - b. A simple statement of the number of votes in favor of the case (In the event of candidates requesting both tenure and promotion, voting must take place twice - once for tenure and once for promotion)
 - c. A simple statement of the number of votes not in favor of the case
 - d. Statements identifying the reasons for the vote (consisting of a summary of the major strengths and/or weaknesses that determined the vote).
 - e. Names of the committee members, identifying those who voted, those who were non-voting members, and those who were absent at the vote.
9. The letter as described above shall be distributed in a sealed envelope by the committee chair to the following persons within two business days:
 - a. Candidate
 - b. Dean of the College of Health and Human Services
 - c. Associate Dean of the College of Health and Human Services
 - d. Committee members

The **college committee chair** will additionally send a copy of the letter to the following persons:

- e. The candidate's department/program administrator; and
- f. The chair of the candidate's primary committee

Administrative Responsibilities

1. After the Primary Committee has voted, the candidate's program/department administrator writes and submits a letter of support or non-support of the candidate to the dean of the College of Health and Human Services who will assure that copies of the letter are also distributed to the candidate, the dossier, and the associate dean. The program/department administrator also indicates support or non-support of the nomination by checking and signing the appropriate spaces on the case cover sheet.
2. After the College Committee has voted, the dean of the College of Health and Human Services writes and submits a letter of support or non-support of the candidate to the vice chancellor for academic affairs. Copies of the letter are distributed to the candidate, the dossier, and the associate dean. The dean also indicates support or non-support of the nomination by checking and signing the appropriate spaces on the case cover sheet.

Policies, Procedures and Timeline for Dossier Management

By February 15: Candidate meets with department/program administrator to declare their intention to proceed with promotion and/or tenure for the following academic year. Candidate and chair/director collaborate to identify names of external reviewers, develop strategies for solicitation of other evaluation letters and data, and clarify any questions regarding content of dossier.

See:

SD, 88-13, "Procedures for P&T"

SD 88-25, "Criteria for Tenure and Promotion"

SD 94-3, "Promotion and Tenure Guidelines"

OAA 99-1, "Promotion and Tenure Dossier Format Guidelines"

OAA 03-2: "Examples for Documenting and Evaluating Teaching"

"Recommendations for Promotion and Tenure Dossiers" (Campus Promotion and Tenure Committee, 2000)

"External Review Letters - Research (Couladakis, 2000)

"IPFW Faculty Academic Advisor Evaluation Form" (Academic Advising Subcommittee, 2000)

"Documenting and Evaluating Faculty Service (OAA, 2001).

By March 1: Candidate submits external review materials to chair/director, who then solicits external reviews. The letters are returned from the external reviewers directly to the department/program administrator, who in turn, submits them to the associate dean for inclusion in the dossier. Copies of the letters of review are available to the candidate at their request.

The letter sent to external reviewers should contain the following statement: *"Your letter of review will go directly into the candidate's dossier file after the case has been submitted to the associate dean's office. Candidates may request copies of the letter for use in the case narrative. Absolute confidentiality of the letter cannot be guaranteed if the case is subjected to legal inquiry."*

Summer: Candidate prepares dossier.

The candidate is strongly encouraged to submit drafts of the dossier for informal review from tenured faculty experienced with the IPFW tenure process from both within the candidate's program/department and other IPFW departments. The candidate may consult his/her department administrator, faculty colleagues, the dean and/or the associate dean of the College of Health and Human Services for assistance in identifying appropriate reviewers. However, the content and quality of the case for tenure and/or promotion is the ultimate responsibility of the candidate.

Candidates should make sure that all spelling and grammar are correct prior to formally submitting the case.

By September 1: Candidate formally submits case to primary (department/program) P&T committee via the associate dean of the College of Health and Human Services.

1. No substantive changes to the dossier (including the cover sheet) may be made after this point other than correction of spelling and grammar and addition of documented notification of awards or publications received after the case was submitted.
2. Dossiers must include the "Cover Sheet for Promotion and/or Tenure" with information requested from the candidate typed in the appropriate spaces. The candidate must identify at least one area of excellence.

Candidates who indicate more than one area of excellence will be held responsible for documenting a case for excellence in all identified areas and will be reviewed by the P&T committees at all levels at this same standard. However, committees reviewing promotion cases may support a promotion case even if they find that only one of those areas meets the criteria for excellence.

3. Candidates must submit two copies of the dossier to the associate dean. Copies should be sent to IPFW Printing Services sufficiently early to allow submission of the document by September 1. The dean's office will then print and distribute copies of the case to the appropriate committee members. Costs of printing copies for committee members are charged to the candidate's department, unless the candidate chooses to use and pay for an outside printing source.
4. Supporting materials should also be submitted at the same time as the dossier. No more than two boxes of supporting materials may be submitted.

Candidates should be aware that any supporting materials submitted will be unavailable for up to two years after submission. Consequently, materials that are essential for teaching, research, or other activities after submission that cannot be, or have not been, duplicated beforehand should not be submitted.

September: The primary (department/program) P&T committee meets to review and vote on the case.

The committee's primary purpose is to assess the content and quality of the case, evaluate whether or not the case meets department criteria for promotion and/or tenure, and vote on the case. The committee will not engage in editing activity nor recommend changes to the case.

October 1: If any additions have been made to the original dossier (due to notice of awards or publications received since submitting to the department/program committee), the candidate submits the revisions to the associate dean, along with one copy of the supporting document(s). The dean's office will print copies of the dossier for the College Committee, charged to the candidate's department.

October: The college committee meets to review and vote on the case.

The committee's primary purpose is to assess the content and quality of the case, evaluate whether or not the case meets department and school criteria for promotion and/or tenure, and vote on the case. The committee will not engage in editing activity nor recommend changes to the case.

November: The case, unless withdrawn (see below), is submitted to the vice chancellor of academic affairs, via the dean of the College of Health and Human Services, for review by the Campus P&T Committee.

Withdrawal of Case: The candidate may request that the case be withdrawn from further consideration by submitting a request in writing to the dean of the College of Health and Human Services. This request must be made prior to submitting the case to the Campus P&T Committee. Candidates requesting tenure must be aware that withdrawing a case for tenure will result in termination of their employment with the university at the end of their current contract. Only the candidate has the right to formally request withdrawal of the case.

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Approved by HSC Faculty----- May 9, 2001
Revised and Approved HSC Coordinating Committee ----- March, 2004