

## MEMORANDUM

**TO:** Fort Wayne Senate  
**FROM:** Amal Khalifa, Chair, Faculty Affairs Committee  
**DATE:** 02/14/2025  
**SUBJECT:** Community Engagement as an Area of Faculty Work

WHEREAS, [Senate Document SD 21-19](#) established the Senate Ad-Hoc Committee on Community Engagement, which charged that committee with “gathering input from faculty, especially those involved in community engaged teaching, research, and service, on how the university should best document, track, measure the impact of, and/or reward such engagement activities;” and

WHEREAS, [SD 21-19](#) asked the Senate Ad-Hoc Committee on Community Engagement to “include in its efforts a consideration that PFW may intend to undertake efforts to reestablish its Carnegie Community Engagement classification;” and,

WHEREAS, recognition of engagement would involve revision of P&T documents relevant to the process that is currently underway in response to university restructuring, and addition of clinical/professors of practice and senior lecturers to the PFW P&T system;

WHEREAS, The Ad-Hoc committee has proposed three approaches for incorporating community engagement as a distinct area of faculty work within the current promotion and tenure framework at PFW;

WHEREAS, Fort Wayne [Senate Document 14-36](#) states “College procedures and guiding principles must be reviewed and approved at the campus level first by the Senate Faculty Affairs Committee and then by the Senate”;

WHEREAS, the Senate Executive Committee charged the Senate Faculty Affairs Committee to review and discuss the Ad-Hoc committee’s report and hence recommend the appropriate next steps;

WHEREAS, the Senate Faculty Affairs Committee acknowledges that the proposals (provided in the following pages) are well considered; it believes that the best path forward is to integrate engagement into the three areas of faculty work (teaching, research, and service) that currently comprise the promotion and tenure framework at PFW.

WHEREAS, Purdue West Lafayette has a well-established [Office of Engagement](#) and approved (effective January 1, 2019) “[Criteria for Tenure and Promotion for the West Lafayette Campus](#)” (as a supplement to the [University Academic Tenure and Promotion Policy I.B.2](#)); and

WHEREAS, PFW currently has faculty conducting high-impact engagement activities but does not currently have criteria for tenure and promotion for the Fort Wayne campus parallel to the criteria adopted at West Lafayette; and

BE IT RESOLVED, that the Senate establish an Ad-Hoc Engagement Subcommittee that will report to the Faculty Affairs Committee; and,

BE IT FURTHER RESOLVED, that in accordance with the provisions of Senate Bylaws Section III.E.4., the Ad-Hoc Engagement Subcommittee described in this document be permitted to continue its work for one academic year beyond its initial academic year of existence.

BE IT FURTHER RESOLVED, that with approval of this resolution, the Ad-Hoc Engagement Subcommittee is approved to meet and conduct business to be submitted to the Senate via the Faculty Affairs Committee during Academic Years 2025-2026 and 2026-2027; and,

BE IT FURTHER RESOLVED, that the Ad-Hoc Engagement Subcommittee will have the charge and composition (with its membership selected via the process) described below.

**PFW Senate Faculty Affairs Ad-Hoc Engagement Subcommittee  
Charge, Committee Composition, and Selection Process  
(adopted with the passing of the above resolution)**

**Membership:** The PFW Senate Faculty Affairs Ad-Hoc Engagement Subcommittee, all members of which will have voting privileges, will be comprised of a minimum of five (5) qualified\* members. Nominations of qualified members for the Ad-Hoc committee will be sought by the Nominations and Elections Committee. The Chair of Senate Faculty Affairs Committee will appoint nominees by a date of May 11, 2025, that meet the following criteria:

- Four (4) members of the Voting Faculty:
  - two untenured, tenure-track faculty members
  - one tenured faculty member
  - one clinical faculty member
- One (1) Faculty member:
  - one faculty member holding the rank of lecturer or senior lecturer

\*To be qualified to serve on the Subcommittee, faculty must:

- hold academic rank as defined in the Senate Constitution, which includes professor, librarian, associate and assistant professor or librarian, instructor and senior instructor as well as senior lecturer
- have demonstrated knowledge and experience in conducting community engagement as scholarship, teaching, and service
- provide to the Chair of the Faculty Affairs Committee a brief summary of their history, knowledge, and interest in both scholarship of engagement and the Promotion and Tenure process

All members appointed to the ad-hoc subcommittee will serve for the full period of the subcommittee's operation: Academic Years 2025-2026, and 2026-2027.

**Charge:** During Academic Years 2025-2026, and 2026-2027, the PFW Senate Faculty Affairs Ad-Hoc Engagement Subcommittee shall be delegated the following responsibilities:

1) regularly convene as needed during fall and spring semesters and provide meeting minutes to the Chair of the Senate Faculty Affairs Committee for inclusion in the committee's records;

2) elect from its membership each academic year a Chair who will preside over its meetings, guide its members' work, report progress to the Chair of the Senate Faculty Affairs Committee, and ensure any documents approved in the subcommittee are forwarded to the Faculty Affairs Committee for further action;

3) develop a PFW campus-level recommendation for how engagement (subject to final approval of the full Senate following the subcommittee's work) may be included in faculty work under which "faculty members are eligible for promotion and/or tenure" (using as a starting example "[Criteria for Tenure and Promotion for the West Lafayette Campus](#)"). This may include, at a minimum, proposed revisions to the following documents:

- OAA 99-1 memorandum detailing the format for promotion and/or tenure dossier;
- Guiding Principles of Promotion and Tenure at Purdue Fort Wayne (Senate Document SD 14-35);
- Procedures for Promotion and Tenure and Third Year Review at Purdue Fort Wayne (Senate Document SD 14-36);
- Guiding Principles of Promotion of Clinical Faculty (SD 18-15); and
- Guiding Principles for Promotion to Senior Lecturer (SD 19-9)

In carrying out this part of its charge, the ad-hoc subcommittee shall work with the Provost and Office of Academic Affairs (OAA) to solicit feedback from the Purdue West Lafayette Campus on recommended changes prior to submitting document revisions to the Senate Faculty Affairs Committee for further action. In working with the Provost and OAA, the Ad-Hoc Engagement Subcommittee may wish to provide suggestions for how OAA may develop programming or additional professional development opportunities for faculty pursuing promotion and/or tenure in the area of engagement. Some examples may include drawing upon qualified faculty to include engagement education to Promotion and Tenure Workshops or to workshops for departments developing department-level criteria following adoption of revisions to the above-documents.

4) provide regular reports (at a minimum once per semester) to the Senate Faculty Affairs Committee on its progress toward completing proposed revisions of the documents listed above as well as any additional related work that is being completed by the subcommittee or may need to be completed by the Faculty Affairs Committee;

5) submit its completed document revisions to the Senate Faculty Affairs Committee no later than March 2027 for approval. The Subcommittee may be asked to provide additional clarity or revisions before the changes are submitted to the full Senate for discussion and further action.

If the Ad-Hoc Subcommittee's work is incomplete at the end of its operating period, the Faculty Affairs Committee will assume responsibility for any remaining business items under consideration in the ad-hoc subcommittee.

## **Proposal 1: Add Engagement as a distinct area of faculty work Criteria for P&T at PFW**

PFW is a metropolitan regional comprehensive university that is committed to maintaining a standard of excellence for teaching, research and/or creative endeavor, engagement, and service in its diverse programs, departments, schools, and colleges. Maintaining this standard can be accomplished only by employing, granting tenure to, and promoting faculty who share this mission.

At Purdue Fort Wayne, to be considered for promotion, a tenured or tenure track faculty member should contribute to all mission areas appropriate to their position. All candidates for promotion must demonstrate at least the minimum threshold for competence in the areas of research and/or creative endeavor, teaching, and service. Candidates may optionally also choose to demonstrate competence in engagement.

All candidates for promotion to Associate Professor and for tenure must demonstrate excellence in one area: teaching, research and/or creative endeavor, or engagement. All candidates must also demonstrate competence in the areas of teaching, research and/or creative endeavor, and service. Candidates may optionally also choose to demonstrate competence in engagement.

All candidates for promotion to Professor must demonstrate excellence in teaching, research and/or creative endeavor, engagement, or service. Candidates must choose to demonstrate excellence in only one category, although ordinarily strength would be apparent in more than one. All candidates must also demonstrate competence in the areas of teaching, research and/or creative endeavor, and service. Candidates may optionally also choose to demonstrate competence in engagement.

### **Comments**

This proposed implementation might be characterized as simply the *addition of engagement* as another area of work in which faculty may display excellence. This approach is most similar to the approach taken at Purdue University in West Lafayette.

Note: Engagement work may appear in both the Engagement section of a P&T dossier as well as one other section of the dossier as appropriate for the work discussed. For example, as part of a broad community engaged project, a faculty member may publish research on the Scholarship of Engagement, teach a service-learning course, and host a community outreach fair. These activities are part of a single engagement project and their relationship to each other and the goals of the overall project can best be understood through a narrative provided in the Engagement section of the P&T dossier, but it will also be appropriate for these achievements to be included in the Research, Teaching, and Service sections of the dossier, respectively.

## **Proposal 2: Include Engagement as part of Research, Teaching, and Service Criteria for P&T at PFW**

PFW is a metropolitan regional comprehensive university that is committed to maintaining a standard of excellence for teaching, research and/or creative endeavor, and service in its diverse programs, departments, schools, and colleges. Maintaining this standard can be accomplished only by employing, granting tenure to, and promoting faculty who share this mission.

At Purdue Fort Wayne, to be considered for promotion, a tenured or tenure track faculty member should contribute to all mission areas appropriate to their position. All candidates for promotion must demonstrate at least the minimum threshold for competence in the areas of research and/or creative endeavor, teaching, and service.

All candidates for promotion to Associate Professor and for tenure must demonstrate excellence in teaching (optionally including community-engaged teaching) or research and/or creative endeavor (optionally including community-engaged research).

All candidates for promotion to Professor must demonstrate excellence in teaching (optionally including community-engaged teaching), research and/or creative endeavor (optionally including community-engaged research), or service (optionally including community-engaged teaching).

All candidates must also demonstrate competence in the other categories. Candidates must choose to demonstrate excellence in only one category.

### **Comments**

This proposed implementation might be characterized as *embedding engagement into each area of faculty work*, i.e., research, teaching, and service.

This approach is implicitly already permitted with the current structure; however, the change is that community engagement is now explicitly mentioned in the university document as valid to be counted toward especially the research and/or creative endeavor criteria established by departments.

An important limitation of this approach is that it does not properly consider community engagement projects holistically. For example, a service-learning course might be described in the teaching section with the benefits to the students clearly demonstrated, but the benefits to the community would not be properly considered, nor would the relationship between this course and other aspects of the broader engagement project of which it was a part. Limitations of the current structure (and even this modification of it) become especially notable when it comes to properly evaluating research projects completed under the Scholarship of Engagement or in considering the importance of community partnerships and associated impacts of engagement work that is listed in the service section of P&T dossiers.

### **Proposal 3: Reframe “Research” as Scholarship and Creative Endeavor, where Scholarship incorporates Discovery, Teaching & Learning, Engagement, and Service**

PFW is a metropolitan regional comprehensive university that is committed to maintaining a standard of excellence for teaching, scholarship and/or creative endeavor, engagement, and service in its diverse programs, departments, schools, and colleges. Maintaining this standard can be accomplished only by employing, granting tenure to, and promoting faculty who share this mission.

At Purdue Fort Wayne, to be considered for promotion, a tenured or tenure-track faculty member should contribute to all mission areas appropriate to their position. All candidates for promotion must demonstrate at least the minimum threshold for competence in the areas of scholarship and/or creative endeavor, teaching, and service. Candidates may optionally also choose to demonstrate competence in engagement.

Candidates for promotion or promotion and tenure must demonstrate excellence in academic work: teaching & learning, discovery, creative endeavor, engagement, or service. Scholarship is academic work with clear goals, adequate preparation, appropriate methods, significant results, effective presentation, and reflective critique that is rigorous, documented, assessed, and evaluated—usually expert reviewed. Academic work that integrates multiple areas can be highly impactful and is encouraged.

All candidates for promotion must also demonstrate competence in the areas of scholarship, teaching, and service. Candidates may optionally also choose to demonstrate competence in engagement.

#### **Comments**

This proposed implementation might be characterized as *integrated scholarship*. This approach is the most empowering and flexible. This framework values all types of faculty work equally and consistently, thus allowing faculty to work in areas about which they are passionate. This approach allows for a clear and complete description of projects and programs. This approach has the most potential to deliver impact through synergy.

The most important limitation of this approach in the context of PFW’s current P&T criteria, process guidelines, and culture, is that it is the furthest departure from the university’s current practices and is likely to be a first step to be taken in more explicitly considering engagement as a distinct area of faculty work.

Note: Engagement work may appear in both the Engagement section of a P&T dossier as well as one other section of the dossier as appropriate for the work discussed. For example, as part of a broad community engaged project, a faculty member may publish research on the Scholarship of Engagement, teach a service-learning course, and host a

community outreach fair. These activities are part of a single engagement project and their relationship to each other and the goals of the overall project can best be understood through a narrative provided in the Engagement section of the P&T dossier, but it will also be appropriate for these achievements to be included in the Research, Teaching, and Service sections of the dossier, respectively.