

MEMORANDUM

TO: Fort Wayne Senate

FROM: Talia Bugel, Chair  
Faculty Affairs Committee

DATE: March 25, 2021

SUBJ: College of Sciences Promotion and Tenure documents

WHEREAS, Fort Wayne Senate Document 14-36 states that “Purdue Fort Wayne and its autonomous academic units shall establish, within the timeframes and by means of guiding principles and criteria established in other documents, procedures for the evaluation of faculty for promotion and tenure”; and

WHEREAS, Senate Document 19-25 approved the creation of a College of Science; and

WHEREAS the College of Sciences has developed its own Promotion and Tenure document to guide the process for tenure-track, tenured, clinical and lecturer faculty;

BE IT RESOLVED, that the Fort Wayne Senate approve the following Promotion and Tenure document submitted by the College of Sciences.

College of Science, Purdue University Fort Wayne  
Principles and Procedures for Promotion and Tenure  
(As amended through April 17, 2023)

## 1.0 GUIDING PRINCIPLES FOR PROMOTION AND TENURE

Fort Wayne Senate Document SD 14-36 charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1.4) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.2.1). The College faculty adopts Senate Documents SD 14-35, 14-36, 18-15, 19-9, 19-13, and 19-22 as College guiding principles regarding promotion and tenure. The procedures described in this document are subordinate to Senate legislation, and revisions to this section require Senate approval.

## 2.0 PROCEDURES FOR PROMOTION AND TENURE

### 2.1 Candidates and Their Cases

Each assistant professor must be considered for tenure not later than during the penultimate year of the probationary period. Faculty who are candidates for promotion (but not tenure) may submit a case whenever they are eligible for promotion. That case must be considered according to university policies and procedures.

Each candidate for promotion and/or tenure is responsible for the preparation and submission of the case according to applicable guidelines and schedules. The candidate must identify criteria documents to be used. These criteria must have been in effect sometime during the six years before submission of the case. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in the appropriate folder but is not considered part of the case. The candidate shall determine the content of the case and the supporting documentation. No change in the case or the supporting documentation may be made without the consent of the candidate. No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. Each decision level decides if evidence submitted after department level can be included and reviewed at that level.

### 2.2 Decision Levels

All cases for promotion and/or tenure shall pass sequentially through the following decision levels before being forwarded to the campus committee. Each decision level forwards a letter only, with no attachments.

#### 2.2.1 Department Promotion and Tenure Committee

The composition and functions of the department committee shall be established according to a procedure adopted by the faculty of the department and approved by the College of Science Promotion and Tenure Committee, subject to Senate review. In establishing their committees, departments should be guided by two principles: first, that all lecturer, clinical, professor of practice, tenured, or tenure-track members of the department have the opportunity to read and give feedback to the committee on each case for promotion and/or tenure before the committee is done deliberating; but feedback from faculty not on the committee does not become part of the case, and second, that the majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires.

If, by established departmental criteria, fewer than three tenured persons, or in cases of promotion to associate or full clinical professor, no associate clinical or full clinical professors, or, in cases of promotion to senior lecturer, no senior lecturer, or in cases of promotion to associate or full professor of practice, no associate professor of practice or no full professor of practice are eligible to serve on the department committee, the department shall submit to the Dean the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the Dean shall appoint enough faculty members to bring the committee membership to between three and five.

Members of the committee shall elect a chair. The Chair of the department may not serve on the department committee or attend its meetings.

If a faculty member is appointed to more than one academic unit, the letter of appointment shall identify that department whose promotion and tenure process shall apply to the appointee.

In the case of lecturer promotion cases, the department committee should include a faculty member who has a focus on teaching excellence, one or more faculty with teaching responsibility in same general area as the candidate, and one or more senior lecturers. Senior lecturers may join an existing committee for the sole purpose of voting on the senior lecturer case(s).

The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter. The letter shall state and explain the recommendation of the committee.

### **2.2.2 Department Chair** (Promotion and/or tenure cases of department chairs shall proceed directly from the department committee to the College committee)

The department chair reviews the case based on department criteria, reviews how well the process adheres to procedures, reviews the committee recommendation, and writes a letter in which the Chair's own recommendation is made. The letter should address agreement/disagreement with the committee's recommendation.

### **2.2.3 College Promotion and Tenure Committee**

The college committee shall comprise one tenured faculty member from each department who is a voting faculty member (as defined in the College Governance Document). These members shall participate in discussion and vote on all promotion and/or tenure cases. In addition, one senior lecturer shall be selected at large from the College who will only participate in discussion of and vote on cases for promotion to senior lecturer and one associate clinical or full clinical faculty member shall be selected at large from the College who will only participate in discussion of and vote on cases for promotion of clinical faculty and one associate or full professor of practice shall be selected at large from the college who will only participate in discussion of and vote on cases for promotion of professors of practice. The committee shall elect a chair.

If, by established college criteria, there are not enough eligible promoted clinical faculty members or promoted professors of practice to serve on the committee, the Dean shall solicit the names of clinical faculty members or professors of practice from other departments or colleges and select one deemed suitable to serve on the committee. If, by established college criteria, there are not enough eligible senior lecturers to serve on the committee, the Dean shall solicit the names of senior lecturers from other colleges and select one deemed suitable to serve on the committee.

Terms shall be two years and staggered. Each year three tenured faculty committee members shall be elected as needed to maintain representation from each department in accord with the conditions described above. Every other year, a senior lecturer, a promoted professor of practice, and a promoted clinical faculty member shall be elected. In years when a senior lecturer, promoted clinical faculty member, or promoted professor of practice must be elected to the committee, each department may also nominate one of its senior lecturers, promoted clinical faculty members, or promoted professor of practice. Committee members whose terms have expired cannot serve on the promotion and tenure committee in the subsequent academic year. Department chairs or program directors whose departments have pending tenure or promotion cases and members of the campus promotion and tenure committee are ineligible to serve. The Dean may not serve as a committee member nor attend College committee meetings as an observer.

In the 2021-22 academic year, the Strategic and Innovations Committee will randomly determine which three departments will have members that serve one-year terms. Because this clause only deals with an initial staggering of member terms, it will be voided and expunged after December 31, 2022.

Each candidate may select from among the tenured, tenure-track, clinical, professor of practice, or lecturer faculty a nonvoting representative who will be available to answer questions pertaining to the case. The representative will have the option of

making an opening statement. The representative is bound by the same rules of confidentiality as committee members and shall withdraw before the committee's vote is taken. A candidate may not act as the representative before the committee, nor shall a committee member act as representative.

All committee deliberations shall be confidential. The committee's recommendation and vote shall be communicated only by the chair. Within the committee, individual votes shall be openly declared. Outside the committee, only the total vote shall be disclosed. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote. In the case of a tie vote, the committee should deliberate to the fullest extent possible in order to resolve the tie if at all possible. In the event the committee cannot resolve the tie, a tie vote will be interpreted to be a committee recommendation in favor of the candidate in recommending promotion and/or tenure.

When a committee member must step down due to an extreme personal emergency, the department will select a replacement to carry out the remainder of that committee member's term.

These College Committee composition and functions should be periodically distributed with the Bylaws of the Senate.

#### **2.2.4 Dean of the College** (The Dean's promotion and/or tenure case shall proceed directly from the College committee to the campus committee.)

The Dean shall review how well the process has adhered to documented procedures and review the recommendation of the lower levels. If the Dean questions a decision of a lower level, the Dean may review the case based on department criteria.

The Dean will forward a recommendation letter to the campus committee except in the case of promotion to senior lecturer, which will progress from the Dean to the Vice Chancellor for Academic Affairs.

#### **2.2.5 Campus Promotion and Tenure Committee**

Four COS nominees for the Campus Promotion and Tenure Committee shall be elected by preferential ballot, at least two of whom shall be full professors. The ballot shall identify each candidate's academic rank. If the College has more than three Senior Lecturers, then at least one nominee shall be a Senior Lecturer. Nominees shall be faculty who have served at a lower level of the Promotion and Tenure process.

### **2.3 Operation of Committees**

The administrator or committee chair at each level shall inform the candidate in writing of the recommendation and vote on the nomination, with a statement of the reasons for the positions taken, by the time the case is sent forward. When the vote is not unanimous, a written statement stipulating the majority opinion and minority

opinion must be included. The candidate may submit a written response to the statement to the committee chair within 7 calendar days of the date of the recommendation; this response must proceed with the case. At the same time the case is sent forward to the next level, the committee chair shall also send a copy of the recommendation and statement of reasons, and the candidate's response, if any, to the department chair and the department promotion and tenure committee chair. The committee chair shall distribute copies to committee members.

All committee deliberations shall be confidential. The committee's recommendation and vote shall be communicated only by the chair of the committee. Within the committee, individual votes shall be openly declared. Outside the committee, only the total vote shall be disclosed. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote. When a college committee member must step down due to an emergency, the department of the person who stepped down shall find a replacement.

All cases except tenure cases in the penultimate year may be withdrawn by the candidate at any stage.

The substantive evaluation of a candidate's qualifications shall occur primarily at the department level. The college committee shall review how well the process has adhered to documented procedures and review the recommendation of the lower levels. This review shall include a consideration of the basis of the decisions from the lower levels. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.

When a candidate has been nominated for both promotion and tenure, separate committee votes shall be taken for each, and separate rationales provided when the votes are not identical. Separate recommendations on promotion and tenure shall similarly be supplied by the department chair and Dean.

Administrators or committee members shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor or other work which is a major part of the candidate's case or if they have other conflicts of interest. The committee will decide by a majority vote if necessary if committee members need to recuse themselves. Any committee member who recuses her/himself shall leave the room during the discussion of that case. The administrator at the next highest level will decide if an administrator is to be recused.

The college committee writes a letter of recommendation based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.

## **2.4 Individual Participation**

No candidate shall serve on any promotion and tenure committee, nor shall any candidate make a recommendation on his or her own case. Only tenured faculty may vote on cases for associate professor or professor.

The department level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before the college committee.

The department level excepted, members of a promotion and tenure committee must have prior experience at a lower level of process.

The Dean and department chair who have written recommendation letters must recuse themselves from voting in higher level committees.

### **2.5 Third-Year Review**

Policy regarding third-year review is established at the department level and must be consistent with SD 14-36.

Approved December 3, 2020

Amended April 9, 2021

Amended April 17, 2023