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COLLEGE OF ENGINEERING, TECHNOLOGY AND COMPUTER SCIENCE

PROMOTION AND TENURE COMMITTEE PROCEDURES

A. CAMPUS COMMITTEE

1. The Assembly of Representatives shall conduct a faculty election by ranked ballot each spring semester for up to three nominees to serve on the Campus Committee. The slate of candidates will include only tenured faculty and promoted clinical faculty of the college. Faculty who applied for Promotion and/or Tenure and received positive recommendation from the chancellor are also eligible. The names of the nominees will be forwarded to the chief administrative officer of Purdue Fort Wayne by the chair of the Assembly of Representatives. When necessary a tie shall be resolved by a simple ballot.

B. COLLEGE COMMITTEE

1. The committee shall consist of one faculty member from each department/school in the College, having been promoted to the rank of Associate Clinical Professor, Clinical Professor, Associate Professor or Professor. Members must have prior experience serving at a lower level in the process before serving on the college committee. Clinical Associate Professors and Clinical Professors may serve as voting members for Clinical promotion cases. Only Tenured faculty, Clinical Associate Professors, Clinical Professors, and Senior Lecturers may serve as voting members for Senior lecturers. Members of this committee may not serve consecutive terms. Terms shall be staggered and may not be longer than three years. Individuals prohibited from serving and participating on this committee include:
 - Department/School Chairs, Associate Deans, Assistant Deans, and Deans.
 - Anyone with a Promotion or Tenure case going forward.
 - Anyone serving on the Campus P&T committee.

In addition, the following committee members shall be recused from hearing a particular case:

- Anyone who has shared significant credit for research or creative endeavor or for other work which is a major part of the candidate's case.
- Anyone who has a conflict of interest with the candidate's case.
- Anyone who collaborates with the candidate, if the committee decides recusal is warranted.

Committee members decide if a member should recuse. Next highest administrator decides if administrator recuses. Any recused committee member must leave the room during the discussion of that case. In the case of recusal, the department/school shall have the opportunity to appoint a replacement.

2. Each department/school with a vacant position on the College P&T Committee shall send the names of two qualified faculty, if available, to the Assembly by April 15. The Assembly of Representatives shall conduct a faculty election by voting for one of the two from each required department/school to select the needed committee members who shall serve for their rotating three-year term. The Assembly of representative shall complete their election by April 30. When necessary a tie shall be resolved by a coin toss.
3. The committee shall meet to evaluate and make recommendations on all cases for promotion and/or tenure. A positive vote in the committee shall consist of a simple majority. A tie vote is not permitted and a recommendation is required.
4. As part of the review, the committee shall evaluate how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
5. The review shall include consideration of the basis of the decision made by the Department/School Committee. If the College Committee judges that the Department/School Committee's decision is contrary to the evidence, the College Committee may include consideration of the evidence in the case as it compares to department/school criteria.
6. The committee shall elect a chair from among the elected members. The duties of the chair shall be to run the meetings of the committee, keep the record of discussions for use in writing the committee statement and hold the open votes on each case. The committee's statement shall be a written statement of the decision and the candidate's strengths and/or weaknesses. The committee shall agree to the final written committee Statement. The chair shall communicate the final written committee statement, including any applicable minority report. The final written committee statement for each case shall be delivered to the Dean within three working days of the end of all case deliberations. The recorded vote (totals only) shall be a part of the written committee statement for each case. The letter shall clearly state and explain the recommendation of the committee, including an explanation of agreement or disagreement with the decisions of lower levels. Additionally, the award letter of a faculty member appointed to more than one academic unit shall identify that department/school whose tenure/promotion process shall apply to the appointee. Each decision level forwards a letter only and without attachments.

7. The committee chair shall provide the written statement to the candidate, the chair of the department/school committee, the chair of the department/school, the department/school committee members, and the college committee members, within seven working days after the committee completes its reports on all cases. Candidates may respond in writing within seven calendar days of the date of the recommendation.
8. The deliberations of that committee shall be strictly confidential. Within the confidential discussions of the committee, each member's vote on a case shall be openly declared. No proxies or abstentions are permitted. Committee members must be present during deliberations in order to vote.
9. The College Chief Academic Officer shall review how well the process has adhered to documented procedures and review the recommendation of the lower levels. If the College Chief Academic Officer questions a decision of a lower level, the Officer may review the case based on department/school criteria.
10. Senate document SD 19-13 provides for some exceptions to the College P&T process for promotion to Senior Lecturer. The College committee shall include at least one Senior Lecturer from the college, or if none are available, from another college. Senior Lecturers and other eligible faculty may join an existing college P&T committee for the sole purpose of reviewing cases for promotion to Senior Lecturer.

C. DEPARTMENT/SCHOOL COMMITTEE

1. Each department/school shall inform all full time clinical, lecturer, tenured, or tenure-track members of the department/school of all cases for promotion and/or tenure, from that department/school, and provide opportunity for discussion. The department/school committee shall then be formed, and shall elect a chair. The department/school committee shall then be elected according to departmental/school procedures. The majority of the members of the department/school committee shall have the same or higher rank to which the candidate aspires. Clinical Associate Professors and Clinical Professors may serve as voting members for Clinical promotion cases. Only Tenured faculty, Clinical Associate Professors, Clinical Professors, and Senior Lecturers may serve as voting members for Senior lecturers. If fewer than 3 department/school faculty are eligible to serve, the department/school chair/director shall submit to the dean the names of acceptable faculty from other departments/schools. The dean shall appoint sufficient faculty from this list to constitute a department/school committee of 3 to 5 members. No individual with a Promotion or Tenure case going forward may serve on this committee. The following committee members shall be recused from hearing a particular case:
 - Anyone who has shared significant credit for research or creative endeavor or for other work which is a major part of the candidate's case.
 - Anyone who has a conflict of interest with the candidate's case.

- Anyone who collaborates with the candidate, if the committee decides recusal is warranted.

Any recused committee member shall leave the room during the discussion of that case.

2. The candidate must identify the Department/School P&T criteria document used for evaluating the case. This document must have been in effect at some point during the six years preceding submission of the case.
3. The department/school committee shall meet to evaluate and recommend action on the case. All T/TT, Clinical, full-time lecturer faculty in the department may read and provide feedback on the case and submit to committee, before committee is done deliberating, but this does not become part of the case. A simple majority vote in favor of promotion or tenure shall be interpreted as constituting a positive recommendation. The department/school chair shall not serve on the department/school committee, nor participate in meetings.
4. All voting members of the department/school committee shall be tenured faculty (see exception below for promotion of Lecturers). Faculty who applied for Promotion and Tenure and received positive recommendation from the chancellor are also eligible.
5. The committee chair shall communicate the committee's decision. The chair communication shall be a written statement of the decision and the candidate's strengths and weaknesses. This statement shall be provided to the candidate, the next higher level, and all members of the department/school committee, within seven working days after the committee completes its deliberation on all cases. Candidates may respond in writing within seven calendar days of the date of the recommendation. Once the Department/School committee vote and recommendation are made, no information (other than updates) may be added to the case. Each decision level decides if evidence submitted later than the department/school level can be included and reviewed at that level.
6. The deliberations of the committee shall be strictly confidential. Within the confidential discussions of the committee, each member's vote on a case shall be openly declared.
7. The Department Chair / School Director reviews the case based on department/school criteria, reviews how well the process adheres to procedures, reviews committee recommendations, and writes a recommendation letter. This letter should address agreement or disagreement with the committee's recommendation.
8. Senate document SD 19-13 provides for some exceptions to the departmental P&T process for promotion to Senior Lecturer. The department committee should include the department/school's "head for teaching and learning" (i.e., chair of curriculum or faculty affairs committee, a faculty member recognized for teaching excellence), one or more faculty with teaching responsibilities in the same general area as the Lecturer, and one or more Senior Lecturers (if not available from within the department, recruited from another unit). Senior Lecturers and other eligible faculty may join an existing P&T committee for the sole purpose of reviewing cases for promotion to Senior Lecturer.

D. DEPARTMENT/SCHOOL PROBATIONARY REVIEW PROCESS

- 1 Each Department/School shall have a process for reviewing progress of probationary faculty to tenure and promotion, using annual reviews and reappointment letters. Procedures must be in Department/School documents and approved by the College, and they must adhere to Senate guidelines, as outlined in SD 14-36.

E. APPROVAL OF DEPARTMENT/SCHOOL P&T PROCEDURES & CRITERIA

- 1 Upon creating or revising P&T procedures, the Department/School shall submit the document to Senate Faculty Affairs Committee for feedback.
- 2 The Senate Faculty Affairs Committee shall forward feedback on P&T procedures to the Department/School and to the College.
- 3 The Department/School shall submit the P&T procedures document to the College P&T Committee for review and approval. The review shall meet all requirements and guiding principles listed in FWSD 14-35, 14-36, 18-15, and 19-13. A simple majority constitutes approval.
- 4 Upon creating or revising P&T criteria, the Department/School shall submit the P&T criteria document to the College P&T Committee for approval. A simple majority constitutes approval.
- 5 The College P&T Committee shall forward its recommendations to the Faculty Assembly for a final vote of approval.

F. APPROVAL OF THIS DOCUMENT BY THE SENATE

- 1 Approval of this Assembly document follows Senate Document SD 14-36, whereby the document must be approved by the College, the Senate Faculty Affairs Committee, and the Senate.
 - 2 Upon creating or revising these ETCS P&T procedures, the College P&T Committee shall submit the document to the Assembly for approval. Next, the secretary of the Assembly shall forward the document to the Senate Faculty Affairs Committee for feedback. If this committee approves the document, it will submit the document to the Senate for approval. Otherwise, the Senate Faculty Affairs Committee shall provide feedback to the secretary of the Assembly, who will forward the feedback to the College P&T Committee for review and revision (step E.1).