

Senate Document SD 04-2  
(Amends SD 95-4)  
(Referred back to SBMS, 9/13/2004)  
(Approved, 10/18/2004)

TO: The Senate

FROM: Faculty Affairs Committee  
David Oberstar, Chair

DATE: April 21, 2004

RE: Promotion and Tenure Procedures of the School of Business and Management  
Sciences

DISPOSITION: To the presiding officer for implementation

Whereas the School of Business and Management Sciences has proposed revisions to the school's promotion and tenure procedures (see attached), and

Whereas the Faculty Affairs Committee has approved these revisions,

Therefore be it resolved that the Senate approve said revisions.

Proposed changes to the School of Business and Management Sciences Reappointment, Promotion and Tenure document are additions shown in *bold italics*:

## II. POLICY AND PROCEDURE FOR PROMOTION, TENURE

The purpose of this section is to set forth a promotion and tenure policy to govern such personnel decisions within the School of BMS. This policy should insure standards and procedures for the evaluation of candidates for retention, promotion and tenure which are consistent with the professional needs of the School of BMS at IPFW, and the requirements of the Indiana University and Purdue University Faculty Handbooks.

### A. Departmental Action.

The School Retention Promotion and Tenure policy shall serve as a guide to SBMS departments which will in turn promulgate departmental policies consistent with the School policies.

#### 1. Application for Promotion/Tenure

Application for promotion/tenure shall be initiated at the departmental level. Each probationary faculty member has the right to apply for promotion/tenure. Such applications shall be made in writing and submitted to the Department Chair no later than May 1 of the calendar year in which consideration is sought.

#### 2. Departmental Evaluation

The initial and most significant evaluation of a candidate for promotion and/or tenure shall occur at the departmental level. Departmental committees shall consist of at least three *tenured* voting faculty members. Should there be less than three eligible members from within the candidate's department, the Department Chair and the candidate shall jointly select additional eligible committee members from other disciplines within SBMS to bring the total committee membership to three.

In cases of promotion to ranks less than full professor, there shall be a meeting of those *tenured* faculty members in the department excluding the Department Chair, holding the rank of associate professor or above; if there are insufficient numbers, representation may include a tenured assistant professor and one or more tenured associate professors from other disciplines within SBMS chosen jointly by the candidate and the Department Chair.

