

TO: Fort Wayne Senate

FROM: Kathy Pollock, Chair
Executive Committee

RE: Revision of College of Visual Arts Promotion and Tenure Document

Date: January 31, 2017

WHEREAS, the College of Visual and Performing Arts had revised their promotion and tenure document so as to be in compliance with SD 14-35 and SD 14-36; and

WHEREAS, the Faculty Affairs Committee has reviewed the revised document and finds that it is in fact in compliance with SD 14-35 and SD 14-36;

BE IT RESOLVED, the Senate approve the attached "College of Visual and Performing Arts Promotion and Tenure Policies and Procedures" document as their current promotion and tenure document.

TO: Kathy Pollock, Chair
Executive Committee

FROM: Lesa Rae Vartanian, Chair
Faculty Affairs Committee

RE: Revision of VPA P & T Document

Date: January 27, 2017

DISPOSITION: To the Executive Committee for inclusion in the next senate meeting

WHEREAS, the College of Visual and Performing Arts had revised their promotion and tenure document so as to be in compliance with SD 14-35 and SD 14-36; and

WHEREAS, the Senate Faculty Affairs Committee reviewed the document and provided feedback that the College of Visual and Performing Arts successfully incorporated into their revised document; and

WHEREAS, the College of Visual and Performing Arts has approved by college vote their revised promotion and tenure document, and has asked the Senate Faculty Affairs Committee to bring their document to the Senate floor for approval; and

WHEREAS, the Faculty Affairs Committee has reviewed the revised document and finds that it is in fact in compliance with SD 14-35 and SD 14-36;

BE IT RESOLVED, the Senate approve the attached "College of Visual and Performing Arts Promotion and Tenure Policies and Procedures" document as their current promotion and tenure document.

College of Visual and Performing Arts Promotion and Tenure Policies and Procedures

PREAMBLE

The University criteria for tenure and promotion, as stated in SD 14-36, provide the framework for this decision process. Guidelines for all faculty members seeking promotion and/or tenure are found in SD 14-35. The College of Visual and Performing Arts adopts the criteria in SD 14-35 Guiding Principles of Promotion and Tenure. In all tenure and promotion cases, candidates must refer to the tenure and promotion criteria listed by their departmental governance document

1.0 PROCEDURES

1.1 Timetable

Each faculty member must be considered for tenure no later than during the penultimate year of the contractual probationary period. In a case where extraordinary personal circumstances may have an adverse affect on the faculty member's academic performance, an exception to the normal policy may be considered. Senate Document 91-20 presents guidelines and procedures for extending the probationary period for justifiable cause.

1.2 Development and Presentation of the Case

Each candidate must prepare a dossier for Promotion and/or Tenure in accordance with the Faculty Promotion and Tenure Dossier Format Guidelines, Office of Academic Affairs Memorandum 99-1, or subsequent revision. The candidate must identify the criteria documents to be used. These must have been in effect during 6 years before case.

Each case for promotion and tenure shall be forwarded to the Department Committee by the date stipulated by the Department. The Dean of the College of Visual and Performing Arts shall determine and publish the College level due dates each year, allowing sufficient time for the case to be considered in turn by the Department Committee, Department Chair, College Committee and Dean before the date it is due to the University Committee.

Updates can be added to the case after the department committee votes, but no new information, further revisions or addenda to the case are allowed after the department has voted, with the exception of minor spelling or grammar corrections or the addition of awards or notice of publications received after the case was submitted. Any changes made to the case on the recommendation of the Department Chair must be forwarded to the previous decision level. Both the Department Committee and the College Committee will conduct open ballots on each promotion case and each tenure case. The results of the vote and a letter detailing the recommendation will be appended to the case as it is forwarded to the next level. The administrator or committee chair at each level will inform the candidate in writing of the vote or recommendation on the nomination, with a clear and complete statement of the reasons, detailing both the majority and the minority opinions. At the time the case is sent forward to the next level,

the administrator or committee chair will also send a copy of the recommendation and statements of reasons to the previous level(s).

The candidate has the opportunity to provide written response within 7 calendar days of the date of the recommendation at all levels within the College which will be forwarded with the case. A case may be withdrawn when it is being considered by the Department or College, except for tenure cases in the penultimate year.

1.3 External Review Process

Each promotion or tenure dossier will include a minimum of six independent external review letters evaluating the candidate's area of excellence.

By March of the calendar year in which the case will be presented, the candidate and department chair together develop a list of potential reviewers, with the majority of names coming from the chair. The rank of the evaluators should be that to which the candidate seeks promotion or higher, and their credentials should identify them as competent and respected in their field. Professionals from outside academia should also be recognized as experts in their respective fields. Co-authors, doctoral chairs, or friends of the candidate are not appropriate reviewers. The chair will contact each individual to determine willingness to serve as a reviewer.

Materials sent to external reviewers will include a copy of the candidate's CV; information about IPFW, including teaching load and research expectations; and department, college and campus promotion and tenure criteria. As described above, materials supporting a case based on excellence in teaching may include a teaching portfolio or other evidence of teaching excellence; a case based on research may include several key pieces of published research; one based on creative endeavor may include slides, recordings, compositions, or video.

Evaluators should be asked to review the candidate's work in accordance with the promotion and tenure criteria provided. They may also be asked to comment on the significance of the work, its contributions to the field, and the quality of the journals, performing venues or galleries that are referenced. Evaluators should not be asked if they would tenure or promote the candidate at their campus.

Review letters will be made available to the candidate so they can be summarized in the dossier. The reviewers should be aware of this understanding.

When preparing the case, the faculty member should include the evaluators' CVs, their relationship to the candidate, if any, a copy of the letter that was sent to them, and an account of the process used to obtain the reviews. All solicited letters will be included.

2.0 DECISION LEVELS

2.1 Committee Composition and Procedures

Nominations for promotion and/or tenure are considered at several levels. The preponderance of the evaluation of a candidate shall occur at the first (departmental) level.

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.

No person shall serve as a voting member of any committee during an academic year in which his or her nomination for promotion or tenure is under consideration, nor shall any individual make a recommendation on his or her own promotion or tenure nomination.

The deliberations of committees at all levels shall be strictly confidential, and only the committee chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared.

2.2 Department Committee

The composition and function of the department committee shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the College. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the College or, in the absence of such procedures, by the Senate.

All full-time tenure-track members of the department should be consulted about each case for promotion and tenure. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires. If fewer than three persons are eligible to serve on the department committee, the department shall submit to the Chair the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the Chair shall appoint enough faculty members to bring the committee membership to between three and five.

2.3 College Committee

The College Committee serves to review and evaluate all cases for promotion and/or tenure according to the criteria set forth by the candidate's department and the College of Visual and Performing Arts. The members of the College Committee shall be elected by the voting faculty of the College of Visual and Performing Arts according to procedures established by that faculty as articulated in VPA "Governance Document," 93-1, revised 4/02. The committee is comprised of five tenured associate or full professors representing all departments. Members must have prior P&T committee experience at the department level. The College Faculty Affairs Committee will solicit at least five nominees and will submit these names to the faculty by mail ballot. The nominee from each department with the highest vote total will be declared elected. The nominee with the next highest vote total will be selected as the at-large member of the committee. The committee will elect a chair from the voting faculty members.

Members voting on a case should be at the same or higher rank to which a candidate aspires. In years in which a case for full professor is before the committee, each department will forward names of eligible committee members to the Dean, who will supplement the list with others from outside the College to constitute a committee of five members to consider that case.

Members of the college committee may serve at the department level, but not at the campus level in the promotion and tenure process while serving on the college committee

Members of the college committee may not serve consecutive terms. Terms shall be staggered and may not be longer than three years.

Department chairs may not serve in the years when cases from their respective departments are being presented, except in such case as the eligible voting members in that department be too few, in which case the chair could serve at the specific request of the department.

The Dean may not serve on the college committee or participate in meetings.

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

Committee members may not abstain from voting, and proxy voting will not be allowed.

Committee members may recuse in the event of a conflict of interests. Recusals will be determined by a majority vote of all committee members. The recusing individual must leave the room during deliberations.

2.4 Campus Committee

The College Faculty Affairs committee shall conduct a faculty election for three nominees to serve on the campus committee. The slate of candidates will be selected from among tenured faculty of the College. The names of three nominees will be forwarded to the chief administrative officer by the chair of the Faculty Affairs Committee.