

*Recommitted to Faculty  
Affairs Committee  
3/12/1984*

TO: The Faculty Senate  
FROM: Faculty Affairs Committee *W.H. Bruening*  
DATE: 23 February 1984  
SUBJECT: Promotion and Tenure Document

DISPOSITION: Upon approval, to the Presiding Officer for transmittal to the Presidents and Boards of Trustees for approval

RESOLVED, That the attached policies and procedures be adopted as of Fall, 1985

attachment

Approving

John P. Brennan  
William H. Bruening  
Ronald C. Emery  
Edwin C. Leonard  
Edward A. Nicholson  
Shirley M. Rickert  
Richard V. Wall

Disapproving

None

Absent

None

## I. APPLICATION

This document shall not be construed so as to modify pre-existing tenure rights, including university-wide tenure.

## II. FACULTY TENURE POLICY

The principle of tenure imposes reciprocal responsibilities on the university as a body politic and on the faculty member. In order to meet its responsibilities to its students and to society, the university must attract and retain a quality faculty. To that end and as a means to greater protection of academic freedom, the university provides faculty tenure. The faculty members, on their part, shall continue to perform competently in the areas of teaching, research, and service, and to maintain acceptable standards of professional conduct.

Tenure at Indiana University-Purdue University Fort Wayne is a matter of policy and not a legal obligation binding on the university. Tenure policies are subject to change by the Boards of Trustees of Indiana University and Purdue University, and it follows that all appointments to the faculty are subject to such changes. It is the policy of the university to renew appointments of faculty members who have attained tenure, subject to the availability of funds, the continuance of activities in the area of employment, and the absence of circumstances which would entitle the university to terminate the appointment for cause. Tenure acquired at Indiana University-Purdue University Fort Wayne is not effective at other campuses of Indiana University or Purdue University.

### A. THE PROBATIONARY PERIOD

Subject to the provisions which follow, an individual appointed to the faculty for full-time service shall have tenure after a probationary period of not more than seven years. This period may include full-time service with faculty rank at other institutions, in which case a shorter probationary period may be required. The time to be counted toward tenure and the probationary period shall be specified at the time of initial appointment, and shall become the base to which is added time as a member of the faculty of Indiana University-Purdue University Fort Wayne. When a probationary period expires during an academic year, the probationary period shall be extended to the end of that academic year.

Tenure may be granted at the time of initial appointment or after a shorter period than specified above. Since the acquisition of tenure is a major change in the status of a faculty member, the person to whom tenure is being granted shall be so informed in writing.

### B. ELIGIBILITY FOR TENURE

Full-time members of the faculty of the ranks of professor, associate professor, assistant professor, and instructor are eligible for tenure. Tenure will be granted automatically upon promotion to the ranks of associate professor or professor. The tenure status of all other members of the faculty will be determined during a probationary period not exceeding seven years.

Also eligible for tenure are professors, associate professors, assistant professors, and instructors who hold part-time appointments of not less than fifty percent of full time and whose duties include the normal responsibilities of full-time faculty members: teaching, research, and service. The policy for determination of tenure status

shall in such cases be the same as that for full-time faculty members, except that half-time faculty members may request an extension of the probationary period of not more than three years, such request to be made in writing to the dean, with copy to the department or division chair, prior to the first meeting of the Primary Committee during the penultimate year of the normal probationary period. In the event of adjustment to full-time status during the probationary period, such extensions of the probationary period shall be disallowed if the adjustment occurs during the first or second year of service, and restricted to one year if the adjustment occurs during the third year, to two years if it occurs during the fourth year, and to three years if it occurs during the fifth or sixth year.

A faculty member whose initial appointment is on a full-time basis and whose appointment is adjusted to a part-time basis during the first three years of service may request an extension of the probationary period equivalent to that allowed those who begin with part-time appointments.

Visiting faculty, lecturers, resident lecturers, adjunct faculty, associate faculty, teaching and research assistants, and associate and affiliate staff are not eligible for tenure and may not count service in such status toward tenure.

The accumulation of time toward tenure is expected to be on an uninterrupted basis at Indiana University-Purdue University Fort Wayne, although certain interruptions may be acceptable deviations from this policy, including official leave without pay and prior service at another institution or another campus of Indiana University or Purdue University.

Administrative officers serve at the pleasure of the Boards of Trustees, so there shall be no tenure rights in such offices, nor shall there be tenure rights associated with administrative titles carrying the phrase "with the rank of \_\_\_\_\_."

Appointments to the faculty are made by the Boards of Trustees upon the recommendations of the Presidents, based upon the recommendations of the Chancellor of Indiana University-Purdue University Fort Wayne. The terms and conditions of appointment constitute and are set forth in a written notification or contract of employment.

#### C. NOTICE REQUIREMENTS

Notice of non-reappointment shall be given in writing in accordance with the following standards:

1. Not later than 1 March of the first academic year of service, if the initial appointment expires at the end of that year; or, if a one-year appointment expires during an academic year, at least three months in advance of its expiration.
2. Not later than 15 November of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment expires during an academic year, at least six months in advance of its expiration.

3. Not later than twelve months before the expiration of an appointment after two or more years of continuous academic service.
4. Non-reappointment of non-tenured faculty members is also governed by policies approved by the Boards of Trustees of both Indiana University and Purdue University.

### III. PROMOTION AND TENURE CRITERIA

Teaching, research, scholarship and creative endeavor, and service to the university and the profession, and professional service to the community are long-standing criteria for promotion in the academic profession, at Indiana University and at Purdue University, and at Indiana University-Purdue University Fort Wayne. Promotion considerations must take into account, however, differences in missions among academic units as well as the individual's contributions, and the relative weights attached to the criteria should and must vary accordingly. A candidate for promotion must excel in at least one of the above categories and demonstrate competence in the others. Promotion to any rank is a recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments.

In addition to the criteria set forth below which apply in general to all candidates for promotion at Indiana University-Purdue University Fort Wayne, the faculty of each primary and area academic unit shall establish more specific promotion criteria appropriate to the discipline or disciplines within the academic unit.

#### A. CRITERIA FOR PROMOTION

##### 1. Teaching

Teaching refers to all student-faculty interaction for educational purposes. A faculty member who excels in teaching is one who guides and inspires students, maintains scholarship through sustaining breadth and depth of knowledge, and contributes both to understanding of the subject matter and to improving methods of teaching. The evaluation of teaching should be supported by evidence drawn from various sources, such as information supplied by administrators, colleagues, students, and the candidate.

##### 2. Research, Scholarship, and Creative Endeavor

A candidate who excels in research, scholarship, or creative endeavor must be involved in scholarly or creative activity appropriate to the candidate's discipline. The results of research or other creative activity should have their value assessed by authorities in the field, giving special consideration, where applicable, to these factors: originality, significance, depth of consideration, contribution to the discipline, and relevance to the candidate's teaching assignments.

##### 3. Continuing Education and Service

A candidate who excels in continuing education or service may have contributed in one or more of the following areas: institutional service, professional service to the community, or service to the profession. Excellence may be demonstrated through leadership in academic or other university affairs. Faculty members

may participate in continuing education on or off campus by teaching in graduate, undergraduate, or non-credit courses. Public service contributions may be made in such areas as community affairs, economic development, and other types of field service. Professional service may involve contributions to professional, scholarly, scientific, or technical societies at the local, state and national level. Finally, a faculty member may gain recognition as a consultant to government or industry.

#### B. CRITERIA FOR TENURE

Since tenure is an immediate consequence of promotion to the rank of associate professor, in most cases tenure will be acquired by such promotion. Thus the basic criteria for tenure are the same as those for promotion. In certain instances, however, a faculty member must be considered for tenure without promotion: such instances invariably involving an associate professor who must be considered for tenure though not ready for promotion to full professor, an assistant professor who has spent all or part of the probationary period at the rank of instructor, or a faculty member whose position could not be filled due to marketplace conditions. Consideration of such cases will be based upon

1. the likelihood of future promotion to higher rank; or
2. the uniqueness of the individual's contribution to the university.

#### C. APPLICATION OF CRITERIA TO DIFFERENT RANKS

When considered for promotion, the individual should be assessed in light of all three criteria from section III, A above. Favorable action shall result when the individual has demonstrated, in one area of endeavor, a level of excellence appropriate to the proposed rank. Failure to promote may arise, however, from unsatisfactory performance in the other areas.

##### 1. Promotion to Assistant Professor

Promotion to Assistant Professor is usually based upon potential. However, a strong academic record should be demonstrated and the individual should have in most cases completed a terminal degree. There should be clear indications that the individual has the qualities of a successful teacher and will grow in stature to qualify eventually for the rank of Associate Professor.

##### 2. Promotion from Assistant Professor to Associate Professor

Promotion to Associate Professor is based upon actual performance as well as upon potential. Above all, the individual should still be growing professionally. Academic tenure is in immediate effect upon promotion to this rank.

##### 3. Promotion from Associate Professor to Professor

Promotion to Professor implies that the individual is recognized by professional peers as an authority in his or her field. In addition, it is expected that he or she will have made important and recognized contributions in at least one of the areas of

teaching; research, scholarship, and creative endeavor; and service. It is also expected that he or she will be known in state, regional, or national educational and professional circles, and recognized in such groups as a leader. Where activities in addition to outstanding teaching are primarily in the field of local service and administration it is expected that he or she will be recognized in the university community for outstanding contributions to the programs of the university.

#### IV. COMMITTEE COMPOSITION AND PROCEDURES

##### A. COMPOSITION AND SELECTION OF REVIEW COMMITTEES

The following statements have been prepared for the purpose of establishing uniformity in the composition and selection of review committees for promotion and tenure at Indiana University-Purdue University at Fort Wayne. Because of the specific nature of the committee and its membership requirements as spelled out hereafter, the Campus Review Committee shall be the first constituted. Selection of its members shall be made at the same time as spring Senate elections. Subsequent to the announcement of the membership of the Campus Review Committee, academic units shall constitute their committees in accordance with the procedures outlined below.

##### 1. Primary Review Committees

- a. The Primary Committee is a department or division committee.
- b. Except as noted herein, the voting members of a Primary Committee shall include all the tenured faculty of professorial rank within a department or division. If a Primary Committee has more than five voting members, the committee as defined herein shall select five to act on its behalf.
- c. The Committee shall be chaired by the department or division chair as a non-voting member, unless that person is a nominee for promotion or tenure, in which case the dean or coordinator shall appoint a tenured faculty member of professorial rank as chair. A person so appointed shall not write a separate recommendation on any case.
- d. No nominee shall serve as a member of a Primary Committee reviewing his or her own case.
- e. If a department or division shall have fewer than five faculty eligible to serve on the Primary Committee, the dean or coordinator of the next higher academic unit shall, after consulting with the eligible members of the Primary Committee and its chair, appoint other tenured faculty of professorial rank in a related field to make the total membership of the committee five, not including the chair. To assure subject matter expertise, members of such committees may be drawn from other campuses of the Indiana University or Purdue University systems.

##### 2. Area Review Committees

## a. School Committees

- (i) The following academic units shall use School Committees:

Arts and Letters;  
Engineering, Technology, and Nursing; and  
Science and Humanities.

- (ii) The voting members of the School Committee shall consist of five tenured faculty of senior professorial rank selected by the voting faculty of the school in accordance with procedures established by that faculty.

- (iii) Membership on the School Committee shall be subject to the following restrictions:

(a) No member of the School Committee shall have served as a voting member of a Primary Committee.

(b) No more than two department chairs may be members of the School Committee.

(c) No chair of a department which has a case before the committee may be a member of the School Committee.

(d) No more than two faculty from any one department may be members of the School Committee.

(e) No nominee who has a case before the School Committee may serve as a member of that committee.

- (iv) The committee shall be chaired by the dean of the school as a non-voting member, unless that person is a nominee for promotion or tenure, in which case the Dean of the Faculty shall appoint a tenured faculty member of professorial rank as chair. A person so appointed shall not write a separate recommendation on any case.

## b. System Committees

- (i) The following units use Area Review Committees which are not based on the campus of Indiana University-Purdue University at Fort Wayne:

Dental Auxiliary Education  
Library  
Public and Environmental Affairs

The intent of this faculty is that such System Committees be constituted as far as is practicable in accordance with the rules set forth above for the composition of School Committees.

- (ii) The following units do not presently use any kind of Area Review Committee:

Business and Economics  
Education  
Music

Within six months of the Senate's approval of this document, these units shall submit for Senate approval their plans to adopt an Area Review Committee structure. Members of the proposed Area Review Committee(s) shall be faculty either from Indiana University-Purdue University at Fort Wayne, or from more than one campus of the Indiana University system. In any case, the intent of this faculty is that such System Committee(s) be constituted as far as is practicable in accordance with the rules set forth above for the composition of School Committees.

3. Campus Review Committee [See Section V: Appendix, below]

- a. The third stage of review shall be undertaken by the Campus Review Committee, which shall consist of five faculty chosen in accordance with provisions set forth below, four administrators as set forth below, and the Dean of the Faculty as non-voting chair.
- b. The faculty representation on the committee shall include one tenured full professor or tenured librarian elected at large by and from the faculty of Indiana University-Purdue University at Fort Wayne, and one tenured full professor or tenured librarian elected by and from each of the following units:
  - Arts and Letters
  - Engineering, Technology, and Nursing
  - Professional Studies (including Library)
  - Science and Humanities
- c. The administrators on the committee shall include:
  - (i) the Dean of Arts and Letters;
  - (ii) the Dean of the School of Engineering, Technology, and Nursing;
  - (iii) the Dean of the School of Science and Humanities; and
  - (iv) an administrator chosen by the faculty of the Professional Studies units (including Library), from among the division chairs and the director within that unit.
- d. Membership on the committee is subject to the following restrictions:
  - (i) No voting member shall have served as a voting member of an Area of Primary Committee.
  - (ii) No division or department chair, or library director, shall serve if his or her unit has a case before the committee.



(iii) No person may be elected who will have a case before the committee.

e. No person may deliberate or vote upon his or her own promotion or tenure case.

## B. PROCEDURES

### 1. Initiation of Cases

- a. Any member of the faculty of Indiana University-Purdue University at Fort Wayne may, during any academic year, nominate for promotion or tenure any member of the faculty.
- b. Every faculty member must be considered for tenure not later than the penultimate year of the probationary period.
- c. Each faculty member appointed with three or fewer years toward tenure must, and all other non-tenured faculty members may, submit a case for preliminary review two years before the penultimate year of the probationary period.

### 2. Submission of the Case

The nominee shall forward the case (complete with copies of the applicable department or division, area, and campus criteria) to the Primary Committee for his or her department or division by a date specified by the school dean or unit coordinator.

### 3. Operation of Committees: General

- a. All cases shall be considered on their merits.
- b. Since it is in the best interests of the faculty and the university that full and frank discussion characterize the deliberations of all promotion and tenure committees, the confidentiality of such deliberations shall be carefully preserved.
- c. Special care must be taken to apply relevant affirmative-action principles to judgments of faculty who are members of a protected class.
- d. A simple-majority vote taken by secret written ballot shall determine the committee's recommendation.

### 4. Operation of Committees: Specific

#### a. Primary Committee

- (i) During the first semester of each academic year, the chair shall convene the primary committee. After due deliberation, a ballot shall be taken on each case. If a nominee for promotion is in the penultimate year of the probationary period, and the conditions set forth in section III, B above apply, there may be two ballots, the first on promotion and the second on tenure. The chair shall record the results of the balloting and

append them to the case, as the committee's recommendation, along with any specific comments.

The chair shall then recommend or not recommend the nominee. Within ten calendar days of the vote, and before the case is forwarded to the school or system committee, the chair shall advise the nominee in writing of the following:

- (a) the exact outcome of the balloting;
  - (b) the committee's recommendation, including specific comments; and
  - (c) the chair's recommendation, including specific comments.
- (ii) If the chair of a department or division is being considered for promotion or tenure, the acting chair of the committee as defined in section IV, A, 1, c above shall not submit a chair's recommendation.
- (iii) If the case is being given a preliminary review, no vote shall be taken. Instead, each member of the committee shall compose a separate, unsigned evaluation of the strengths and weaknesses in teaching, scholarship or creative endeavor, and service of the person being reviewed. The chair shall provide these evaluations to the person being reviewed and shall also append them to the case before forwarding it to the school or system committee.
- (iv) Before the case is forwarded to the school or system committee, the nominee or the person being reviewed may append to the case materials in response to specific recommendations and comments made by the committee or the chair.
- (v) Acceptance of additional materials beyond those permitted in (iv) will be at the discretion of the chair of the school or system committee, in consultation with the primary committee.
- (vi) Cases of those in the penultimate year of the probationary period must be sent forward; other cases may be withdrawn by the nominee or the person being reviewed.
- (vii) All cases not withdrawn as permitted in (vi) shall be forwarded to the school or system committee.

b. School or System Committee

(i) School Committee

- (a) During the first semester of each academic year, the dean shall convene the school committee. After due deliberation, a ballot shall be taken on each case. If a nominee for promotion is in the penultimate year of the probationary period,

and the conditions set forth in section III, B above apply, there shall be two ballots, the first on promotion and the second on tenure. The chair shall record the results of the balloting and append them to the case as the committee's recommendation, along with any specific comments.

The chair shall then recommend or not recommend the nominee. Within ten calendar days of the vote, and before the case is forwarded to the Campus Review Committee, the chair shall advise the nominee in writing of the following:

- (1) the exact outcome of the balloting;
  - (2) the committee's recommendation, including specific comments; and
  - (3) the chair's recommendation, including specific comments.
- (b) If the case is being given a preliminary review, no vote shall be taken. Instead, each member of the committee shall compose a separate, unsigned evaluation of the strengths and weaknesses in teaching, scholarship or creative endeavor, and service of the person being reviewed. The chair shall provide these evaluations to the person being reviewed and shall then return the case to the person being reviewed. Preliminary-review cases are not forwarded to the Campus Review Committee.
- (c) If the dean of a school is being considered for promotion or tenure, the acting chair of the committee as defined in section IV, A, 2, a (iv) above shall not submit a chair's recommendation.
- (d) Before the case is forwarded to the Campus Review Committee, the nominee may append to the case materials in response to specific recommendations and comments made by the committee or the chair.
- (e) Acceptance of additional materials beyond those permitted in (d) will be at the discretion of the chair of the Campus Review Committee, in consultation with all previous committees.
- (f) Cases of those in the penultimate year of the probationary period must be sent forward; other cases may be withdrawn by the nominee.
- (g) All cases not withdrawn as permitted in (f) shall be forwarded to the Campus Review Committee.

(ii) System Committee

Consideration of cases submitted to a system committee shall proceed in the manner prescribed by that commit-

tee; a description of the committee's procedures shall be attached to the case. After committee action, preliminary-review cases shall be promptly returned to the nominee. Nominees for promotion or tenure who are not in the penultimate year of the probationary period may withdraw their cases at this time or may append to the case responses to suggestions or recommendations made by the system committee or its chair. The cases not returned or withdrawn shall be forwarded to the Campus Review Committee.

c. Campus Review Committee [See Section V: Appendix, below]

- (i) During the first semester of each academic year, the Dean of the Faculty shall convene the Campus Review Committee, which shall discuss and cast a ballot on each case. The Dean of the Faculty shall record the results of the balloting and append them to the case as the committee's recommendation, along with any specific comments. The Dean of the Faculty shall then recommend or not recommend the nominee.

Within ten calendar days of the vote, and before the case is forwarded to the Chancellor, the Dean of the Faculty shall attach his or her written evaluation to the case and shall advise the nominee in writing of the following:

- (a) the exact outcome of the balloting;
- (b) the Campus Review Committee's recommendation; and
- (c) his or her recommendation.

- (ii) The nominee may append to the case at this point responses to suggestions or recommendations made by the Campus Review Committee, or that body's chair. All cases shall be forwarded to the Chancellor.

V. APPENDIX

In the event that the unified Campus Review Committee structure proves unacceptable to either the Indiana University or the Purdue University administration or Board of Trustees, the following parallel Campus Review Committee structure shall obtain. Each of the two Campus Review Committees described below shall follow the procedures outlined for the unified Campus Review Committee in Section IV, B, 3, above. Upon both universities' approval of a unified system, the unified Campus Review Committee structure embodied earlier in this document shall obtain, and this Appendix and all reference to it shall be stricken automatically from this document.

A. CAMPUS REVIEW COMMITTEE--INDIANA UNIVERSITY FACULTY

1. The third stage of review shall be undertaken by the Campus Review Committee, which shall consist of five faculty chosen in accordance with provisions set forth below, four administrators as set forth below, and the Dean of the Faculty as non-voting chair.

2. The faculty representation on the committee shall include one tenured full professor or tenured librarian elected at large by and from the faculty of Indiana University at Fort Wayne, and two tenured full professors or tenured librarians elected by and from each of the following units:

Arts and Letters  
Professional Studies (including Library)

3. The administrators on the committee shall include:
  - a. the Dean of Arts and Letters;
  - b. the Dean of the School of Engineering, Technology, and Nursing;
  - c. the Dean of the School of Science and Humanities; and
  - d. an administrator chosen by the faculty of the Professional Studies units (including Library), from among the division chairs and the director within that unit.
4. Membership on the committee is subject to the following restrictions:
  - a. No voting member shall have served as a voting member of an Area of Primary Committee.
  - b. No division or department chair, or library director, shall serve if his or her unit has a case before the committee.
  - c. No person may be elected who will have a case before the committee.
5. No person may deliberate or vote upon his or her own promotion or tenure case.

A. CAMPUS REVIEW COMMITTEE--PURDUE UNIVERSITY FACULTY

1. The third stage of review shall be undertaken by the Campus Review Committee, which shall consist of five faculty chosen in accordance with provisions set forth below, four administrators as set forth below, and the Dean of the Faculty as non-voting chair.
2. The faculty representation on the committee shall include one tenured full professor elected at large by and from the faculty of Purdue University at Fort Wayne, and two tenured full professors elected by and from each of the following units:
 

Engineering, Technology, and Nursing  
Science and Humanities
3. The administrators on the committee shall include:
  - a. the Provost of Purdue University;
  - b. the Dean of the Graduate School of Purdue University;
  - c. the Dean of the School of Engineering, Technology, and Nursing;

- d. the Dean of the School of Science and Humanities; and
4. Membership on the committee is subject to the following restrictions:
    - a. No voting member shall have served as a voting member of an Area of Primary Committee.
    - b. No division or department chair shall serve if his or her unit has a case before the committee.
    - c. No person may be elected who will have a case before the committee.
  5. No person may deliberate or vote upon his or her own promotion or tenure case.