


INDIANA UNIVERSITY - PURDUE UNIVERSITY  
AT FORT WAYNE  
2101 COLISEUM BOULEVARD EAST  
FORT WAYNE, INDIANA 46805

OFFICE OF THE CHANCELLOR

TEL. NO. 219-482-5356

MEMORANDUM

TO: All Purdue Faculty

FROM: Edward A. Nicholson, Acting Chancellor 

DATE: May 3, 1985

SUBJECT: Promotion and Tenure - Policies, Criteria,  
and Procedures

Attached for your information is Fort Wayne Senate Document 76-20 as amended. The policies, criteria, and procedures for promotion and/or tenure contained in the document will be in effect beginning with 1985-1986 academic year.

Attachment

PURDUE UNIVERSITY  
Promotion and Tenure  
Policies, Criteria, and Procedures

I. TENURE POLICIES

- A. Appointments to the faculty are made by the Board of Trustees upon the recommendation of the President of the University. The Chancellor of the Fort Wayne campus submits his/her recommendation to the President. The terms and conditions of the appointment constitute and are set forth in a written contract of employment.
- B. Tenure at Purdue University is a matter of policy and not a legal obligation binding on the University. Tenure policies are subject to change by the Board of Trustees, 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 tenured status, subject always to the availability of funds, the continuance of activities in the area of employment, and the absence of circumstances which would otherwise entitle the University to terminate the appointment for cause. Tenure acquired at the Fort Wayne campus is effective only at the Fort Wayne campus.
- C. Full-time members of the faculty who hold the rank of professor, associate professor, assistant professor, or instructor are eligible for tenure. The policies for obtaining tenure are as follows:
1. Tenure will be automatically granted upon promotion to the rank of associate professor or professor.
  2. The tenure of all other members of the faculty eligible for tenure will be determined during a probationary period not exceeding
    - (1) three years for professors;
    - (2) four years for associate professors; and
    - (3) seven years for assistant professors and instructors.
- D. Also eligible for tenure are professors, associate professors, assistant professors, and instructors who hold part-time appointments of not less than 50% of full-time and whose duties include the normal responsibilities of full-time faculty members, including teaching, research, and service. The policies for obtaining tenure are the same as those for full-time faculty members as described in C above. However, the faculty member may request an extension of the probationary period by one, two, or three years. This request shall be made by a letter to the dean, with a copy to the department chairperson, prior to the meeting of the Primary Committee during the penultimate year of the probationary period for full-time faculty as defined in C above.

In the event of an adjustment to full-time status during the probationary period, the request for an extension of probationary time will be restricted as follows:

If the adjustment to full-time status occurs during the

- (1) first or second year, there will be no extension of probationary time;
- (2) third year, there will be a maximum extension of one year;
- (3) fourth year, there will be a maximum extension of two years; or
- (4) fifth or sixth year, there will be a maximum extension of three years.

A member of the faculty 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 to the University may request an extension equivalent to the probationary time for those who begin with a part-time appointment. If the adjustment to part-time status occurs during the fourth or subsequent year of initial appointment, the probationary period will be the same as that of a full-time faculty member as stated in C above.

- E. Members of the faculty who held appointments other than those listed in C and D above (e.g., lecturer, adjunct instructor or professor, associate staff, affiliate staff) are not eligible for tenure.
- F. The accumulation of time toward tenure is expected to be on an uninterrupted basis at the Fort Wayne campus as a full-time faculty member or a part-time faculty member as defined in D above, but justifiable conditions or interruptions may be considered as a basis for deviation from this policy. Official leave without salary will not be considered an interruption of continuity of service, but will not count toward the limits of probationary time. A shortening of the probationary period for faculty members coming to the Fort Wayne campus with professional experience at another institution or at a different Purdue campus may be made in individual cases if set forth in the written contract of employment.
- G. Administrative officers serve at the pleasure of the Board of Trustees and there shall be no tenure in an administrative office. Further, there shall be no tenure associated with administrative titles carrying the phrase "with the rank of."

## II. PROMOTION POLICIES

### A. Assistant Professor

Promotion to an Assistant Professorship is usually based upon potential. However, a strong academic record should be present and the individual should have completed, in most cases, a terminal degree. There should be a clear indication that the individual has the aptitudes of a successful teacher and will grow in stature and eventually qualify for the rank of associate professor.

### B. Associate Professor

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

### C. Professor

Promotion to a full Professorship implies that the individual is recognized by professional peers as an authority in the field of specialization, and by his/her associates and students as a capable teacher and scholar. In addition, it is expected that he/she will have made important and recognized contributions in at least one of the areas of research and service to professional and technical societies on a state or national level.

It is also expected that he/she will be known in 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/she will be recognized on the Fort Wayne campus for outstanding contributions to the educational program of the University.

## III. CRITERIA FOR PROMOTION

The following criteria are intended to set minimum standards for promotion. The policies of Section II above are the result of the application of these criteria to the various academic ranks. The faculty of a school or department may establish additional criteria. These additional criteria shall be approved by the school faculty and made available to all affected faculty members and promotion and tenure committees.

To be considered for promotion, a faculty member should have demonstrated professional excellence in at least one of the following areas:

- (1) teaching,
- (2) research, scholarship, and/or creative endeavor; or
- (3) continuing education and/or service.

As a rule, strength should be manifest in at least two of these areas.

A. Excellence in Teaching

Teaching at Purdue University refers to the whole broad area of student-faculty interaction for educational purposes. A faculty member who excels in teaching is a person who is a scholar and who guides and inspires his/her students and whose effectiveness extends beyond mere popularity with the students. He/She keeps informed about new developments in his/her area of expertise and strives continually to broaden and deepen his/her knowledge and understanding. He/She cannot be intellectually apathetic and still be a good teacher.

He/She continually contributes to improving the methods of teaching his/her subject matter. A faculty member may give evidence indicating scholarly relationships with students, creativity in the classroom, opportunities provided students for independent study, results of standardized classroom achievement tests, pre-course--post-course measures and/or post-associate and baccalaureate evaluations. Other important contributions to excellence in teaching may include curriculum development, development and/or use of instructional technology, teaching of various sizes and levels of classes, graduate program involvement (if appropriate), thesis direction (if appropriate), independent project direction, and/or influence as a teacher that extends beyond the local area, usually through publications, lectures, and other appropriate activities. He/She is effective in his/her technical, professional, or scholarly societies. Evidence should be presented with respect to instructional activity that reflects effectiveness of teaching.

B. Excellence in Research, Scholarship, and/or Creative Endeavor

A faculty member who excels in the field of research, scholarship, and/or creative activities is first of all creative. Distinguished creative work appropriate to the area of specialization is carried out and the results are disseminated by publication or other appropriate methods. Persons whose primary strength is in the field of research, scholarly, and/or creative work recognize that this excellence may manifest itself as much in the work of students as through their own direct efforts.

C. Excellence in Continuing Education and/or Service

A faculty member whose primary contribution to Purdue University is in the field of continuing education and/or service may excel in any one or combination of the following: institutional service, public service, or professional service. Excellence may be achieved by displaying leadership concerning academic and other university affairs. Faculty members may participate broadly in continuing education programs on or off the campus by teaching in graduate, undergraduate, or non-credit courses. Outstanding public service contributions may be made by helping to implement the land grant service concept of the University in such areas as community development, extension teaching, and other types of field services. A significant contribution may be as an officer of professional, technical, or scholarly societies at the state and national level. The faculty member may be a highly regarded consultant to government and industry on technical matters.

#### IV. CRITERIA FOR TENURE

Tenure is an immediate consequence of promotion to the rank of associate professor or professor, and in most cases tenure will be acquired by such action. 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 will invariably involve a faculty member in the penultimate year of the probationary period who has been either not nominated or not recommended for promotion to the rank of associate professor or professor. Consideration of these cases will be based on the following:

- (1) the likelihood of future promotion to the rank of associate professor or professor; and/or
- (2) the unique nature or quality of the individual's contributions to the University.

#### V. PROCEDURES

##### A. Nominations

Any member of the Purdue University Fort Wayne faculty may nominate for promotion or tenure any faculty member, except those instructors with contingency appointments stating they will be promoted to Assistant Professor upon becoming terminally qualified. Faculty members may nominate themselves. Each faculty member must be considered for promotion or tenure not later than during the penultimate year of the probationary period.

##### 1. Development of the Case

Each nominator and/or nominee must prepare a Nomination for Promotion or Tenure form containing at least the following items: name of the nominee, date and rank of initial appointment, dates and ranks of subsequent promotions, proposed rank, academic record, prior experience, teaching assignments, research responsibilities and achievements, continuing education and/or extension assignments, scholarly work in progress, publications, administrative and committee responsibilities, other pertinent activities (membership and positions held in professional societies, consultation, committee and public service, etc.) and prospects for future development. One primary and at least one secondary area must be selected for emphasis from among the following:

- (1) teaching,
- (2) research, scholarship, and/or creative endeavor; or
- (3) continuing education and/or service.

Insofar as possible, the nomination form should include evaluations of the performance of the nominee in each of those activities relevant to the case. The originator of the promotion or tenure nomination and the nominee (in many instances these will

be the same person) determine the content of the nomination form, hereinafter referred to as "the case." No changes in the case may be made without the consent of the nominee. Supporting documentation, such as copies of abstracts, papers, or books cited in the case itself, should be included in a file labeled "Supporting Documentation" and is not to be included as part of the case. Each case is to be duplicated in full and distributed to all committee members by the committee chairperson. The Supporting Documentation file is to be maintained in confidence by the Office of the Vice Chancellor and made available to committee members upon request.

## 2. Submission of the Case

All cases for promotion, except to professor, and all cases for tenure shall be forwarded by the nominee/nominator to the Primary Committee of the candidate's department by October 1. All cases for promotion to professor shall be forwarded to the department chairperson by the nominee/nominator for forwarding to the Area Committee by October 1. The department chairperson shall recommend or not recommend the nominee and attach his/her written evaluation to the case. In the event the department chairperson is to be considered for promotion to professor, the department chairperson's case shall be forwarded to the dean of the school. The dean shall recommend or not recommend the nominee and attach his/her written evaluation to the case and forward the case to the Area Committee by October 1.

## B. Committees

There shall be two faculty advisory committees and one Faculty-Administration Committee that shall evaluate the appropriate promotion and/or tenure cases and make recommendations thereon. These three committees shall be designated as the Primary Committee, Area Committee, and Panel D.

It is in the best interests of the University and the faculty that full and frank discussion occur during the deliberations of promotion and tenure committees. The confidentiality of remarks made at such meetings should therefore carefully be preserved.

All committees will provide equal opportunity in their promotion and tenure deliberations and recommendations. Care should be taken to judge all individuals by the same job-related standards; and, at all points during the process, care should be taken not to devalue the achievements and potential achievements of individuals on the basis of irrelevant variables such as race, sex, marital status, religion, national origin, age, handicap, or status as a veteran.

## 1. Functions of the Committees

### a. Primary Committee

The Primary Committee shall evaluate all cases for promotion, except to Professor, and all cases for tenure.

### b. Area Committee

For those cases it receives from within its school, the Area Committee shall evaluate the cases of candidates for promotion to Professor, and review the Primary Committees' recommendations for all other cases and then evaluate each case.

### c. Panel D

For those cases it receives, Panel D shall review the Primary and Area Committees' recommendations and then evaluate each case.

## 2. Composition of Committees

### a. Primary Committee

The Primary Committee is a departmental committee. Except as noted below, the voting members of the committee shall be the department's tenured professors and associate professors other than the chairperson. If there are more than five voting members, the committee may select five to act on its behalf. If there are fewer than three eligible persons, the dean of the school shall appoint other tenured professors and associate professors following consultation with the departmental committee members to make the total at least three and at most five. The committee shall be chaired by the department chairperson except when the committee is considering that person's candidacy for tenure or for promotion to assistant or associate professor in which case the dean of the school shall serve as chair.

### b. Area Committee

The Area Committee is a school committee. The voting members of the Committee shall be tenured professors selected by the voting faculty of the school according to procedures established by that faculty. At least one-half of the membership of each Area Committee shall consist of tenured faculty members without administrative responsibilities. In no case will the number of faculty members without administrative responsibilities be fewer than two. In schools with fewer than four tenured professors without administrative responsibilities, tenured associate professors from that school and tenured professors from other schools of Purdue University at Fort Wayne are eligible to serve on the Area Committee selected by the voting faculty of the school according to procedures established by that faculty. However, associate professors may not sit on the Area Committee during



the time when nominations for tenure of and/or promotion to professor are being considered. The committee shall be chaired by the dean of the school except when the committee is considering that person's candidacy for tenure or for promotion in which case the Vice Chancellor and Dean of the Faculty shall serve as chair.

c. Panel D

Panel D shall consist of the Chancellor as nonvoting chair, the Vice Chancellor and Dean of the Faculty, the Provost of Purdue University, the Dean of the Purdue Graduate School, the Dean of the School of Science and Humanities, the Dean of the School of Engineering, Technology, and Nursing, and two tenured professors from each of the Schools of Science and Humanities, and Engineering, Technology, and Nursing, appointed by the Chancellor from a list of at least three from each school submitted to the Chancellor by the Purdue University Committee on Institutional Affairs. If the Chancellor is not prepared to select all four faculty representatives from the list of six, the Chancellor is obligated to meet with the Purdue University Committee on Institutional Affairs and further consult before making the ultimate selections. Panel D shall be designated prior to the formation of the Area Committee.

3. Operation of Committees

a. Primary Committee

There shall be a secret written ballot by the Primary Committee on each promotion case and on each tenure case. A majority in favor of promotion or tenure is a positive recommendation. If a nominee for promotion in the penultimate year of the probationary period receives a negative vote of 50% or more, there shall be a second secret written ballot on the question of tenure for the nominee. The chair shall record the result of the balloting and append it to the case. He/She shall then recommend or not recommend the nominee and attach his/her written evaluation to the case. Within seven instructional days of the vote, and before the case is forwarded to the Area Committee, the chairperson shall advise the nominee in writing of the outcome of the balloting and of the chairperson's recommendation. The only cases which may not be withdrawn are tenure cases in the penultimate year. The remaining promotion and tenure cases shall be forwarded to the Area Committee.

b. Area Committee

There shall be a secret written ballot by the Area Committee on each promotion case and on each tenure case. A majority in favor of promotion or tenure is a positive recommendation. If a nominee for promotion in the penultimate year of the probationary period receives a negative vote of 50% or more, there shall be a second secret written ballot on the question

of tenure for the nominee. The dean shall record the results of the balloting and append them to the case.

Except for the case of promotion of a department chair to professor, to which the recommendation of the dean is already attached, the dean shall then recommend or not recommend the nominee and attach his/her written evaluation to the case. Within seven instructional days of the vote, and before the case is forwarded to Panel D, the dean shall advise the nominee in writing of the outcome of the balloting and of the dean's recommendation. The only cases which may not be withdrawn are tenure cases in the penultimate year. The remaining promotion and tenure cases shall be forwarded to Panel D.

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C. Notification

Recommendations against promotion or tenure shall be discussed with the faculty member affected, in a discreet manner and without undue delay, by the appropriate department chairperson or dean, or by the Chancellor. Recommendations from Panel D for promotion, on the other hand, should not be publicized until the recommendations have been acted upon by the President of the University and the Board of Trustees. Appropriate announcement will then be made from the President's office.

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

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AT FORT WAYNE  
2101 COLISEUM BOULEVARD EAST  
FORT WAYNE, INDIANA 46805

TO: Fort Wayne Senate

FROM: Purdue University Committee on Institutional Affairs

DATE: March 26, 1985

SUBJ: Amendment to SD 82-14 (Amends FWSD 76-20 Promotion and Tenure Policies, Criteria, and Procedures)

DISPOSITION: To the presiding officer for implementation

Resolved, That the Fort Wayne Faculty approve the following amendments to Sections V.3.a. and V.3.b. of SD 82-14 by deleting the bracketed, underlined sentences to make the document compatible with the document approved by President Beering. (See attached copy.)

Purdue University Committee on Institutional Affairs:

R. Barrett  
R. Hess  
J. Lantz  
M. Lipman  
D. McAleece

Committee on Institutional Affairs and further consult before making the ultimate selections. Panel D shall be designated prior to the formation of the Area Committee.

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Except for the case of promotion of a department chair to professor, to which the recommendation of the dean is already attached, the dean shall then recommend or not recommend the nominee and attach his/her written evaluation to the case. Within seven instructional days of the vote, and before the case is forwarded to Panel D, the dean shall advise the nominee in writing of the outcome of the balloting and of the dean's recommendation. The only cases which may not be withdrawn are tenure cases in the penultimate year. The remaining promotion and tenure cases shall be forwarded to Panel D.

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Approving

R. Barrett  
R. Hess  
J. Lantz  
M. Lipman  
D. McAleece

Note: Questions concerning this document should be directed to Professor Joanne Lantz, Chair of the Purdue University Committee on Institutional Affairs, at Ext. 5694.

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