

Division of Public and Environmental Affairs Indiana University-Purdue University of Fort Wayne

TO: IPFW Senate Agenda Committee

FROM: William G. Ludwin

SUBJECT: Promotion and Tenure Procedures of the Division of Public and Environmental Affairs at IPFW

DATE: October 30, 1989

The following is submitted for submission to the IPFW Senate.

FWSD 88-13 (Amended 12/12/1988 and Amended and Approved 1/16- 1/23/1989) charges each school/division faculty (1) to approve department/program promotion and tenure committee composition and functions (Section 1.1) and (2) to establish, with the approval by the Senate, school/division promotion and tenure committee composition and functions (Section 1.3). This document is submitted to the Senate pursuant to FWSD 88-13, its provisions are subordinate to it, and revisions to it require Senate review.

The Division of Public and Environmental Affairs at Indiana University-Purdue University follows the Promotion and Tenure Procedures (Revised March 1989) issued by the Office of the Dean of the School of Public and Environmental Affairs, Indiana University. The systemwide SPEA document recognizes in Section II.C that "It will be necessary for candidates from our regional campuses to comply with the promotion and tenure procedures on their specific campus." Procedures for SPEA faculty on the IPFW campus supplement the attached systemwide SPEA document in three ways:

1. Prior to preparing his or her recommendation on a case, the Assistant Dean of the IPFW Division of Public and Environmental Affairs will convene all tenured and tenure-track faculty (except the promotion/tenure) candidate) to advise on his or her recommendation.
2. Nominees from the Division to the Campus Promotion and Tenure Committee will be elected from among the tenured Fort Wayne SPEA faculty by the Fort Wayne SPEA faculty.
3. Despite the apparently contrary provision of Section VI. of the systemwide SPEA document, promotion and tenure cases for Fort Wayne SPEA faculty will be routed through the IPFW Vice Chancellor for Academic Affairs for review and recommendation between consideration by the Campus Promotion and Tenure Committee and

consideration by the IPFW Chancellor. Though never formalized in writing, this routing has, in fact, been in place for years.

A copy of the Promotion and Tenure Procedures (Revised March 1989) issued by the Office of the Dean of the School of Public and Environmental Affairs, Indiana University is attached for your information. A flow chart outlining the steps in the process used is also attached.

Attachment to SD 89-12
Revised March. 1989

**OFFICE OF THE DEAN
SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS
INDIANA UNIVERSITY**

PROMOTION AND TENURE PROCEDURES

I. Initiation of candidacies should be made in writing to this office by April 17, 1989.

A. Faculty Chairs initiate candidacies for promotion and early tenure of faculty members serving in their faculties. The Faculty Chair should consult with the Program Director(s) in the nomination and review of the candidates.

B. Any faculty member may also initiate his/her own candidacy or that of any other faculty member for promotion.

C. The Dean's Office may add to the list of candidates submitted by the Faculty Chair.

II. Development of Candidacies

A. Each candidate for promotion and/or tenure will be advised of his/her candidacy and will have primary responsibility for the preparation and timely submission of the dossier. The Colleague Advisor will assist the non-tenured candidates (including third year review candidates) in the preparation of their dossiers. If campus location is a problem, the Program Director will assume this responsibility, along with the Faculty Chair, as appropriate. The Faculty Chair will have major responsibility for assisting tenured promotion candidates unless, of course, campus location is a problem. The Dean's Office will also be available to assist each candidate as needed.

B. Each dossier will be prepared in accordance with the SPEA Guidelines for Promotion and Tenure Dossier sent to the candidates, Colleague Advisors, Program Directors, and Faculty Chairs.

C. It will be necessary for candidates from our regional campuses to comply with the promotion and tenure procedures on their specific campus. This office will establish

liaison with these regional campuses to insure that the review of these candidacies are coordinated.

D. The completed dossier of each promotion and tenure candidate will be submitted to this office by September 5, 1989. The third year review dossiers will be submitted by January 15, 1990.

III. The dossiers of each candidate will be reviewed by the SPEA Promotion and Tenure Review Committee and the recommendations of the Committee will be submitted in writing to the Dean's Office by November 17, 1989 (for promotion and tenure candidates) and by March 16, 1990 (for third year review candidates). Each candidate will receive a copy of the criteria, along with the SPEA Faculty Professional Guidelines, on which the SPEA Promotion and Tenure Review Committee decisions are based.

IV. The Dean's Office will review the recommendations of the Committee and prepare, in writing, a recommendation of the Dean for each candidate.

V. The recommendations of the SPEA Promotion and Tenure Committee and the Dean's Office will be forwarded to the office(s) of the Dean of Faculties for review by the appropriate Campus Promotion and/or Tenure Committee(s).

VI. The decision of the Campus Promotion and Tenure Committee will be submitted to the appropriate Vice President(s) and/or Chancellor who will then submit a recommendation to the President's Office for Board of Trustees action.

VII. Each candidate for promotion and/or tenure will be advised of the decision reached at each step in the review process at the earliest time possible.