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SCHOOL OF ENGINEERING AND TECHNOLOGY PROMOTION AND TENURE COMMITTEE PROCEDURES

PREAMBLE

FWSD 88-13 (Amended 12/12/1988 and Amended and Approved 1/16-1/23/1989) charges each school/division faculty (1) to approve departmental/program promotion and tenure committee composition and functions (Section 1.1) and (2) to establish, with approval by the Senate, school/division promotion and tenure committee composition and function (Section 1.3). This document is submitted to the Senate pursuant to FWSD88-13, its provisions are subordinate to it, and revisions to it require Senate review.

A. CAMPUS COMMITTEE

1. The Assembly of Representatives shall conduct a faculty election by ranked ballot each Fall semester for up to three nominees to serve on the Campus Committee. The slate of candidates will be from the tenured faculty of the school. The names of the nominees will be forwarded to the chief executive officer of IPFW by the chair of the Assembly of Representatives. When necessary a tie shall be resolved by a simple ballot.

B. SCHOOL COMMITTEE

1. The committee shall consist of five tenured faculty members from the School. Each department shall be represented on the committee. No nominee shall serve on any promotion and tenure committee. No individual shall serve on both the School and the Campus P&T committees. Department Chairs and Associate or Assistant Deans shall not be eligible to serve on the School committee.

2. Each department with a vacant position on the School P&T Committee shall send the names of two qualified faculty, if available, to the Assembly by September 15. The Assembly of Representatives shall conduct a faculty election by voting for one of the two from each required department to select the needed committee members who shall serve for their rotating three-year term. The Assembly of Representatives shall complete their election by September 30. When necessary a tie shall be resolved by a coin toss.
3. The Dean of the School shall be an ex officio and non-voting member of the committee.
4. The committee shall meet to evaluate and make recommendations on all cases for promotion and/or tenure. A positive vote in the committee shall consist of a simple majority. A tie vote of the committee shall be considered neither an endorsement nor a rejection of the nominee's application for promotion and/or tenure.
5. When the case is for both promotion and tenure, the case for promotion shall be considered first. A positive recommendation for promotion is also a positive recommendation for tenure. In the event of a negative recommendation for promotion, the case for tenure shall be considered separately.
6. The committee shall elect a chair from among the five elected members. The duties of the chair shall be to run the meetings of the committee, keep the record of discussions for use in writing the committee statement and hold the open votes on each case. The committee's statement shall be a written statement of the decision and the candidate's strengths and/or weaknesses. The committee shall agree to the final written committee Statement. Any individual member of the committee shall be allowed to write an unsigned attachment (statement or minority report) should they not be able to agree with the majority final written committee statement. The chair shall communicate the final written committee statement, along with any committee member attachment(s) to the Dean of the School. The final written committee statement for each case shall be delivered to the Dean within three working days of the end of all case deliberations. The recorded vote (totals only) shall be a part of the written committee statement for each case.
7. Only the Dean shall communicate the committee's decision. The committee's written statement (and any minority report(s)) shall be provided to the candidate, the next higher level, the chair of the departmental committee, the chair of the department, the departmental

committee members, and the school committee members, within seven working days after the committee completes its reports on all cases.

8. The deliberations of that committee shall be strictly confidential. Within the confidential discussions of the committee, each member's vote on a case shall be openly declared.

C. DEPARTMENT COMMITTEE

1. Each department shall inform all full time tenured or tenure-track members of the department of all cases for promotion and/or tenure, from that department, and provide opportunity for discussion. The department committee shall then be formed. The department committee shall then be elected according to departmental procedures.
2. The department committee shall meet to evaluate and recommend action on the case. A simple majority vote in favor of promotion or tenure shall be interpreted as constituting a positive recommendation. When the department chair serves as chair of the committee, then that person shall not vote.
3. When the case is for both promotion and tenure, the case for promotion shall be considered first. A positive recommendation for promotion is also a positive recommendation for tenure. In the event of a negative recommendation for promotion, the case for tenure shall be considered separately.
4. All voting members of the department committee shall be tenured faculty. Departments may choose to further restrict committee membership.
5. The committee chair shall communicate the committee's decision. The chair communication shall be a written statement of the decision and the candidate's strengths and weaknesses. This statement shall be provided to the candidate, the next higher level, and all members of the department committee, within seven working days after the committee completes its deliberation on all cases.
6. The deliberations of the committee shall be strictly confidential. Within the confidential discussions of the committee, each member's vote on a case shall be openly declared.