

To: Fort Wayne Senate
From: Rules Committee
Date: February 23, 1990
Subject: Amendments to the Bylaws of the Fort Wayne Senate—Revision of provisions for promotion, tenure, and sabbatical leaves
Disposition: To the Presiding Officer for implementation

Whereas, The Senate has revised the provisions for Faculty consideration of applications for tenure, promotion, and sabbatical leaves (see Senate Documents SD88-13, SD88-25, and SD88-27); and

Whereas, The Senate has endorsed implementation of these new provisions effective with the 1990-91 academic year (see Senate Document SD89-18);

Resolved, That the Bylaws of the Fort Wayne Senate be amended as shown below.

CURRENT

5.3.1.1 Subject to the provisions of the *Academic Handbook*, the *Indiana University Committee on Institutional Affairs* shall establish a Faculty Board of Review and a Subcommittee on Promotion, Tenure, and Sabbatical Leaves. The actions of these two bodies shall not be subject to review by other faculty bodies. The Indiana University Committee on Institutional Affairs shall also be responsible for overseeing the election of the University Faculty Council Representatives.

5.3.1.1.2 *Subcommittee on Promotions, Tenure, and Sabbatical Leaves.* Recommendations to the Chief Administrative Officer concerning promotions, tenure, and sabbatical leaves shall be made by Subcommittees of seven Faculty members. These Subcommittees shall be selected by the Chief Administrative Officer from a Panel of Faculty members elected by the Faculty of Arts and Letters and the Faculties of Professional Studies (including Librarians) voting separately for candidates from their major unit. The terms of the Panel

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[Section 5.3.1.1.2 deleted]

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and of the Subcommittees on Promotion, Tenure, and Sabbatical Leaves shall be one year.

The Indiana University Committee on Institutional Affairs shall conduct elections for the Panel during September. In the election of the Panel, the names of those who have served during both of the two preceding years and the names of administrators above the department/division chair level shall not appear on the ballot; the names of all other Indiana University Faculty with the rank of instructor or above and Librarians with the rank of assistant librarian or above shall be entered on the ballot distributed to Faculty members of their major unit.

The tenured Faculty member in each department or division of Arts and Letters and Professional Studies (and the tenured Librarian) receiving the highest number of votes will be a member of the Panel. (Ties will be broken by a coin flip.) In the case where disqualifications and resignations eliminate all tenured Faculty members in a department or division (or tenured Librarian), the non-tenured Faculty member from that department or division (or non-tenured Librarian) with the highest number of votes will be a member of the Panel.

The following Faculty members will be ineligible to serve on the Panel: those with cases to be considered by the Subcommittees, those department chairpersons who are required to make individual official recommendations concerning pending cases, and those who have been designated to serve that year on another promotion, tenure, and sabbatical leaves committee above the primary level.

The case of each candidate for promotion or tenure will be considered by a Subcommittee which

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shall include the Panel member from the candidate's division or department, three additional Panel members from the candidate's major unit, and three Panel members from the other major unit. The Chief Administrative Officer shall appoint only the minimum number of Subcommittees needed to satisfy these requirements of representation.

The Chief Academic Officer shall sit as a nonvoting member of all Subcommittees.

The names of those elected to the Panel and of those selected for the Subcommittees shall be communicated to the Faculty.

- 5.3.1.2 Subject to the provisions of the *Faculty Handbook*, the *Purdue University Committee on Institutional Affairs* shall establish a Faculty Grievance Board, a Sabbaticals Subcommittee, primary and area subcommittees on promotion and tenure, and Faculty membership on a Campus Appeals Board. The actions of these bodies shall not be subject to review by other faculty bodies.

From the membership of the Purdue University Committee on Institutional Affairs, the Purdue members of the Fort Wayne Senate shall elect a representative to serve, together with the Speaker of the Purdue University Faculty, on the Purdue Intercampus Faculty Council. The term of such elected representative shall expire with that person's Senate term.

- 5.3.1.2.2 *Sabbaticals Subcommittee*. The Sabbaticals Subcommittee shall consist of five Faculty members of Purdue University affiliation. That Faculty shall nominate and elect the Subcommittee members to two-year terms which are to begin in the fall following their election in the spring. The Sabbaticals Subcommittee shall advise the administration concerning the awarding of sabbatical leaves to Purdue University Faculty.

- 5.3.1.2 Subject to the provisions of the *Faculty Handbook*, the *Purdue University Committee on Institutional Affairs* shall establish a Faculty Grievance Board and Faculty membership on a Campus Appeals Board. The actions of these bodies shall not be subject to review by other faculty bodies.

From the membership of the Purdue University Committee on Institutional Affairs, the Purdue members of the Fort Wayne Senate shall elect a representative to serve, together with the Speaker of the Purdue University Faculty, on the Purdue Intercampus Faculty Council. The term of such elected representative shall expire with that person's Senate term.

[Section 5.3.1.2.2 deleted]

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5.3.1.2.3 *Primary and Area Subcommittees, and Panel D, on Promotion and Tenure.* Two types of Faculty advisory subcommittees and one Faculty-administration subcommittee shall evaluate promotion and/or tenure cases and make recommendations thereon.

[Section 5.3.1.2.3 deleted]

5.3.1.2.3.1 *Primary Subcommittees* shall receive and evaluate all cases for promotion, except to professor, and all cases for tenure. It shall be the function of the Primary Subcommittee to forward appropriate cases with its recommendations to the Area Subcommittee.

[Section 5.3.1.2.3.1 deleted]

Primary Subcommittees are primarily departmental bodies. They shall consist of the department chair as nonvoting Subcommittee chair, and all tenured professors and associate professors in a department. In departments with fewer than three tenured professors and associate professors, additional members to meet this minimum number shall be appointed by the chair of the Area Subcommittee to which the Primary Committee reports, following consultation with the appropriate department chair. In departments with more than five tenured professors and associate professors, the Primary Subcommittee may, at its discretion, select five of its members to act on its behalf for a one-year period. The Primary Subcommittee may, at its discretion, invite tenured professors or associate professors from other departments to sit with it as voting or nonvoting members for a one-year period.

5.3.1.2.3.2 *Area Subcommittees* shall receive and evaluate all

[Section 5.3.1.2.3.2 deleted]

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nominations from their school for promotion to professor; shall review and evaluate the recommendations for tenure and for promotion to the ranks of assistant and associate professor from the Primary Subcommittees of their school; and shall forward cases (except those withdrawn) with their recommendation to Panel D.

There shall be two Area Subcommittees: the School of Science and Humanities Area Subcommittee and the School of Engineering, Technology, and Nursing Area Subcommittee. Each shall consist of the dean of the school serving as nonvoting chair, plus tenured (full) 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 Subcommittee 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 Subcommittee selected by the voting Faculty of the school according to procedures established by that Faculty. However, associate professors may not sit on the Area Subcommittee

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during the time when nominations for tenure of and/or promotion to professor are being considered.

5.3.1.2.3.3 *Panel D* shall consist of the Chief Administrative Officer as nonvoting chair, the Chief Academic Officer, 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 (full) professors from each of the Schools of Science and Humanities, and Engineering, Technology, and Nursing, appointed by the Chief Administrative Officer from a list of at least three from each school submitted to the Chief Administrative Officer by the Purdue University Committee on Institutional Affairs. If the Chief Administrative Officer is not prepared to select all four Faculty representatives from the list of six, the Chief Administrative Officer is obligated to meet with the Purdue University Committee on Institutional Affairs and further consult before making the ultimate selections. Because of the limited number of (full) professors on the campus, Panel D shall be designated prior to the formation of the Area Subcommittees.

5.3.2 *The Faculty Affairs Committee* consisting of the Chief Academic Officer of IPFW, and three Senators of each University affiliation elected by the Senate, shall be concerned with the responsibilities, rights, privileges, opportunities, and welfare of the Faculty, collectively and as individuals. Such items as tenure, procedures for academic promotion, orientation of new Faculty members, insurance and health

[Section 5.3.1.2.3.3 deleted]

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program planning, academic responsibilities, standards of appointment, and Faculty morale are topics which fall within the area of responsibility of the Committee.

The Committee shall establish a *Professional Development Subcommittee* consisting of the Chief Academic Officer of IPFW, nonvoting, and seven members of the Faculty elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same School. The Subcommittee will oversee and recommend policies and procedures relating to the professional development of the faculty, including summer research grants and the like, teaching awards, and international travel grants. Members shall serve two-year terms.

health program planning, academic responsibilities, standards of appointment, and Faculty morale are topics which fall within the area of responsibility of the Committee. The Committee shall establish a Professional Development Subcommittee and a Promotions, Tenure, and Sabbatical Leaves Subcommittee.

5.3.2.1 *Professional Development Subcommittee*. This Subcommittee shall consist of the Chief Academic Officer of IPFW, nonvoting, and seven members of the Faculty elected at large by the Voting Faculty subject to the restriction that no more than three shall come from the same School. The Subcommittee will oversee and recommend policies and procedures relating to the professional development of the faculty, including summer research grants and the like, teaching awards, and international travel grants. Members shall serve two-year terms.

5.3.2.2 *Promotions, Tenure, and Sabbatical Leaves Subcommittee*. This Subcommittee shall consider all applications for promotion in rank, tenure, or sabbatical leave from Faculty in those units subject to the powers of the Faculty detailed in Section VI of the Constitution of the Faculty; other units may, at their option, request Subcommittee consideration of applications originating therein.

5.3.2.2.1 *Membership*. This Subcommittee shall consist of the Chief Academic Officer of IPFW as nonvoting chair and eight tenured members of the Fort Wayne Faculty, a majority of whom hold the rank of Professor or Librarian, selected so as to provide balanced representation of the disciplinary areas. Prior to the filling of school/division committees considering similar applications, but after consultation with the two Speakers of the Faculty, the Chief Administrative Officer of IPFW shall appoint the voting members of this Subcommittee to one-year terms from a list of nominees provided by the Faculty of the schools/divisions

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established under a procedure adopted by the school/division Faculty and incorporated into the documents which define the protocols of Faculty governance within the school/division.

5.3.2.2.2 *Charge.* The Subcommittee shall (1) review the actions of the earlier decision levels to assure that the candidate is afforded basic fairness and due process in accordance with established university policies and procedures, and (2) assess the adequacy and sufficiency of the evidence. In order to fulfill their charge, Subcommittee members shall be given early access by the Subcommittee chair to relevant Faculty and university statements on the procedures and criteria governing promotions, tenure, and sabbatical leaves.