

MEMORANDUM

To: Fort Wayne Senate

From: Mark Masters, Chair
Faculty Affairs Committee

Date: April 1, 1996

Subj: Revision of School of Business and Management Sciences Promotion and Tenure Committee Procedures Document and SBMS Constitution and Bylaws (Part 6, Promotion and Tenure Committee membership) SD95-4.

Disposition: To the Presiding Officer for Implementation

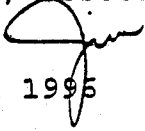
WHEREAS, The School of Business and Management Sciences has revised its Promotion and Tenure Procedures; and the Bylaws such that the committee membership is consistent between the two documents.

WHEREAS, The Faculty Affairs Committee has reviewed the revised document and found that the document is consistent with the spirit of Senate Document SD 88-13,

RESOLVED, That the Senate approve the revised document.

MEMORANDUM

TO: Mark Masters, Chair
IPFW Senate Faculty Affairs Committee

FROM: Jim Moore, Associate Dean
SBMS 

DATE: March 27, 1995

RE: SBMS Constitution and Bylaws

Mark,

Please find attached:

- 1) the replacement for page 8 of the SBMS Constitution and Bylaws previously forwarded to you on March 15. The only changes made are the editorial corrections when referencing the full name of the RP&T committee and the "Reappointment, Promotion & Tenure Procedures" (SD 95-4). I have highlighted all changes and attached the last page of SD 95-4 so that you may compare the "before" and "after", and
- 2) the replacement text for the second paragraph of section II.C.1 entitled "Membership of School RP&T Committee" of SD 95-4. The original text is now outdated as the finance discipline has been repackaged with accounting rather than with economics, resulting in two new names: "Department of Accounting and Finance" and "Department of Economics". The SBMS Constitution & Bylaws does reflect the new department names. The bundling of departments for the purpose of staggering terms is restated to conform to that of the Constitution. The attached editorial replacement paragraph will make SD 95-4 both accurate and consistent with the wording of the Constitution & Bylaws. Again, I have highlighted the changed wording so you may easily compare it with the original text.

Thank you for you assistance in getting this "cleanly" on the Senate's agenda. If I can be of any clarification in this matter, please contact me at x6488.

attachment

cc: Zoher Shipchandler
Michael R. Lane, Dean SBMS

Committee, developed in accordance with IPFW policy, shall consist of five members elected from the tenured faculty of the School holding at least the rank of associate professor.

The School's RPT Committee shall have one member elected by each department. Members of the School's RPT Committee shall serve two year terms. Representatives from the departments of Accounting, Consumer and Family Sciences, and Economics and Finance will be elected in even numbered years, while the representatives from the departments of Management and Marketing, and Organizational Leadership and Supervision will be elected in odd numbered years. Faculty members eligible to vote in these departmental elections are those who are tenured or tenure track.

Department Chairs and the Dean shall not be eligible to serve on the School's RPT Committee. The Dean and Department Chairs will serve as resource persons to the School's RPT Committee, but shall not attend committee meetings unless invited.

2. Charge to the School's RPT Committee

The School's RPT Committee shall evaluate each candidate's record of performance and shall review the department's assessment of each candidate's record of professional accomplishment and the subsequent recommendation regarding each candidate's case.

Upon completion of the RPT Committee's review, the Committee shall conduct a ballot to accept or reject the recommendations of the department. Such Committee is then to compile and forward to the Dean its written recommendations. Such recommendations shall contain a summary of the review conducted and a tally of the ballot taken. The School RPT Committee shall provide the candidate with the results of the ballot and specific reasons concerning its appraisal of the candidate's record of performance with a copy to the Dean, Department Chair and the Department Committee.

3. The Dean's Recommendation

The Dean, after review of the school RPT Committee's recommendation, shall forward to the Chair of the Campus Committee, his/her

Replacement paragraph for the second paragraph of Section II.C.1. of School of Business and Management Sciences Reappointment, Promotion & Tenure Procedures (SD 95-4).

II.C.1. Membership of School RPT Committee

First paragraph: as-is

The School's RPT Committee shall have one member elected by each department. Members of the School's RPT Committee shall serve two year terms ~~except that the Economics representative and the Organizational Leadership and Supervision representative will each initially be elected for a one-year term.~~ Faculty members eligible to vote in these departmental elections are those who are tenured or tenure track.

Third paragraph: as-is

(*** end of Section II.C.1. ***)

OLD

Each Program Assessment committee may propose revisions in SBMS policies and procedures governing such programmatic evaluation of pedagogy, intellectual contributions and service.

Any tenured/tenure-track faculty member may also propose revisions to assessment processes and/or programs for improvement in the areas of pedagogy, intellectual contributions or service. Such proposals are to be sent forward by a sponsoring department to the appropriate Program Assessment Committee. The committee will consider all proposals and make recommendations on these revisions and proposals and forward them to the program faculty with either a positive or negative recommendation. The program faculty will adopt or deny the revision or proposal. If adopted, the revision or proposal will be forwarded to the Dean for implementation.

6. Retention, Promotion and Tenure Committee (RP&T)

a. Membership. The School's Retention Promotion and Tenure (RP&T) Committee, developed in accordance with IPFW policy, will consist of five members elected from the tenured faculty of the School holding at least the rank of associate professor.

The School's RP&T Committee will have one member elected by each department. Members of the School's RP&T Committee will serve two-year terms except that the Economics representative and the Organizational Leadership and Supervision representative will each initially be elected for a one-year term. Faculty members eligible to vote in these departmental elections are those who are tenured or tenure-track.

Department Chairs and the Dean will not be eligible to serve on the School's RP&T Committee. The Dean and Department Chairs will serve as resource persons for the School's RP&T Committee but will not attend committee meetings unless invited.

b. Charge. The Retention, Promotion and Tenure Committee will discharge its responsibilities as outlined in the School's Retention, Promotion, and Tenure Handbook. This handbook contains specific procedures to follow for promotion, tenure, and retention cases.

The RP&T Committee will also be responsible for making recommendations to the Dean concerning sabbatical leave applications acted upon by the departments. Sabbatical leave recommendations from the department will be forwarded to the RP&T Committee. The committee will examine the application and supporting evidence to determine (1) whether the candidate is eligible for sabbatical leave, (2) whether the proposal is of academic merit, and (3) whether the School will benefit by granting the leave. Recommendations will be forwarded to the Dean in a timely fashion enabling the Dean to meet the time limits established by the Vice Chancellor for Academic Affairs.

7. Faculty Grievance Committee

a. Membership. Each department within SBMS will elect one tenured member of its faculty. Faculty Grievance Committee members will serve two-year terms except that the Economics representative and the Organizational Leadership and Supervision representative will each initially be elected for a one-year term.

Revised

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6. Reappointment, Promotion, and Tenure Committee (RP&T)

a. Membership. The School's Reappointment, Promotion and Tenure (RP&T) Committee, developed in accordance with IPFW policy, will consist of five members elected from the tenured faculty of the School holding at least the rank of associate professor.

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Department Chairs and the Dean will not be eligible to serve on the School's RP&T Committee. The Dean and Department Chairs will serve as resource persons for the School's RP&T Committee but will not attend committee meetings unless invited.

b. Charge. The Reappointment, Promotion, and Tenure Committee will discharge its responsibilities as outlined in the School's Reappointment, Promotion, and Tenure Procedures. This document contains specific procedures to follow for promotion, tenure, and reappointment cases.

The RP&T Committee will also be responsible for making recommendations to the Dean concerning sabbatical leave applications acted upon by the departments. Sabbatical leave recommendations from the department will be forwarded to the RP&T Committee. The committee will examine the application and supporting evidence to determine (1) whether the candidate is eligible for sabbatical leave, (2) whether the proposal is of academic merit, and (3) whether the School will benefit by granting the leave. Recommendations will be forwarded to the Dean in a timely fashion enabling the Dean to meet the time limits established by the Vice Chancellor for Academic Affairs.

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