

**Senate Document SD 95-4**  
**(Supersedes SD 88-34)**  
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**(Amended, 10/18/2004)**

**School of Business and Management Sciences**  
**Reappointment, Promotion & Tenure Procedures**

Adopted by the faculty: May 8, 1995

Preamble

Given that the University and SBMS are self-governing entities, each full time faculty member is expected to participate in the shared responsibilities of such governance. In accepting these responsibilities, each faculty member will strive to meet the attributes of good citizenship including, but not limited to: professionalism, fairness, integrity, honesty, collegiality etc. Good citizenship is a prerequisite for favorable personnel action.

This document shall be distributed in writing to each faculty member upon becoming a member of the SBMS tenure track faculty.

Discussions and information regarding committee deliberations, reviews, and voting outcomes are to be held in confidence.

Effective Date

This document becomes effective when approved by the SBMS faculty and IPFW Senate.

The School level RP&T committee will review this document as needed. Such committee will be empowered to propose formal revisions of the procedures to the faculty of the School.

**I. POLICY AND PROCEDURES FOR REAPPOINTMENT / RETENTION**

**A. Performance Reviews.**

Annual reappointment reviews will be conducted by all administrative levels. Such reviews will be based upon the candidate's academic performance of the most recent year.

There will be two comprehensive reviews at the School level during the sixth and eighth semesters respectively of the candidate's tenure track employment. Each review will assess the cumulative record of academic performance in each of the three areas of teaching, intellectual contributions, and service. The primary purpose of the first review is to provide constructive feedback to the candidate on his/her progress toward promotion and tenure. The primary purpose of the second comprehensive review is to assess the progress and potential of the candidate for attaining tenure and/or promotion. These reviews will also provide the basis for the reappointment recommendation at the School level.

**B. Documentation for Annual Reappointment Decisions.**

Candidates for tenure track reappointment are expected to provide the following documentation to the Department and School RP&T Committees according to the schedule provided by their Department Chair:

1. a copy of the original appointment letter/contract placing the candidate on tenure track,
2. a current curriculum vita,
3. all current and previous annual productivity reports, with supporting evidence for the most recent year,
4. all previous reappointment recommendations from all levels, and
5. any additional documents chosen by the candidate.

**C. Discovery of Evidence.**

Each full time faculty member shall be required to submit an annual activity report. This report shall document all professional accomplishments in the areas of (1) teaching, (2) intellectual contributions and (3) service. This report shall be submitted in the format provided by the Office of the Dean. The Department Chair shall maintain these activity reports in a confidential file.

1. The bases for evaluation of a faculty member for promotion and tenure should include, but are not limited to, the following items:

a. **Year end activity reports** shall be inspected by the Department Chair together with the candidate to assure the accuracy and completeness of such reports. These annual reports shall constitute a portion of the candidate's case.

b. **Candidate's departmental personnel record** (such as vita, reappointment forms, reappointment

recommendations, annual evaluations, and other correspondence relevant to the personnel action being considered)

shall be inspected by the Department Chair together with the candidate to assure its completeness and accuracy.

The personnel record shall be a portion of the case.

c. **Documented information** in the possession of the Department Chair concerning the candidate's case shall be

provided to the candidate at least twenty (20) working days before the closing of the record. The candidate may

then respond to the information in writing and bring information to be attached to the response. The response and

its attachments must be provided to the Department Chair five (5) working days before the closing of the record.

The Department Chair is to consider the response and its attachments. After due consideration, the Department

Chair may eliminate from his/her original information any item appropriately settled by the response. The candidate

must then be informed of eliminated information and given at least three working days to modify his/her response.

Upon completion of this process, the final responses and attachments shall be made a portion of the record.

d. The candidate may submit a **candidate's statement** and a summary of evidence supporting the reasons for a

favorable professional action. Should the University also require such a candidate's statement and summary, then

the candidate shall provide them in accordance with University policy.

e. The candidate has the right to provide or include any additional documents or information to the case as long as it

is within the school level.

2. The completed case is to be submitted to the candidate's Department Chair no later than the end of the fourth week

of the fall semester unless superseded by a timetable put forth by the Vice Chancellor for Academic Affairs's office.

3. The record of evidence shall remain available to the candidate's Department Chair and relevant members of the faculty

for their appraisal. All appropriate administrators and faculty members reviewing the case shall confine their

deliberations and decisions to the School's policy and procedure guidelines.

4. The candidate's record of evidence shall be the sole basis for personnel decisions. The department criteria for the candidate shall be applied to the case for the final recommendation.

## II. POLICY AND PROCEDURE FOR PROMOTION, TENURE

The purpose of this section is to set forth a promotion and tenure policy to govern such personnel decisions within the School of BMS. This policy should insure standards and procedures for the evaluation of candidates for retention, promotion and tenure which are consistent with the professional needs of the School of BMS at IPFW, and the requirements of the Indiana University and Purdue University Faculty Handbooks.

### A. Departmental Action.

The School Retention Promotion and Tenure policy shall serve as a guide to SBMS departments which will in turn promulgate departmental policies consistent with the School policies.

#### 1. Application for Promotion/Tenure

Application for promotion/tenure shall be initiated at the departmental level. Each probationary faculty member has the right to apply for promotion/tenure. Such applications shall be made in writing and submitted to the Department Chair no later than May 1 of the calendar year in which consideration is sought.

#### 2. Departmental Evaluation

The initial and most significant evaluation of a candidate for promotion and/or tenure shall occur at the departmental level. Departmental committees shall consist of at least three tenured voting faculty members. Should there be less than three eligible members from within the candidate's department, the Department Chair and the candidate shall jointly select additional eligible committee members from other disciplines within SBMS to bring the total committee membership to three.

In cases of promotion to ranks less than full professor, there shall be a meeting of those tenured faculty members in the department excluding the Department Chair, holding the rank of associate professor or above; if there are insufficient numbers, representation may include a tenured assistant professor and one or more tenured associate professors from other disciplines within SBMS chosen jointly by the candidate and the Department Chair.

The Department Chair shall make available, for inspection prior to the departmental meeting, each candidate's case.

During the departmental evaluation, the committee shall use the policies and criteria developed by the department. The committee's recommendation shall reflect the result of an openly declared ballot. All committee discussions, deliberations and actions are to be held in strict confidence by the committee members.

The department RP&T 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 Department Chair.

### 3. Chair Evaluation

The Department Chair shall forward to the chair of the School's RP&T Committee results of the department's balloting, the departmental policy and criteria utilized by the committee in its consideration, and the Chair's recommendation concerning the case under consideration. Copies of the department chair's recommendation will be sent to the candidate and to the department committee.

### 4. Exceptions

a. Promotion cases for department chairs and deans shall be evaluated by the appropriate department P&T committee. In the event that the candidate is a Department Chair, the recommendations of the departmental committee will go directly to the school RP&T committee. When the candidate is a Dean, the recommendations of the school committee will go directly to the all-campus promotion and tenure committee.

b. In cases of application for promotion to the rank of full professor or higher, the Department Chair shall review the candidate's case and consult with all faculty members holding the rank of full professor within the Department concerning the candidate's qualifications. In cases of Departments where two or fewer faculty members are eligible to participate in the evaluation of a candidate for full professor or higher, the candidate and Department Chair shall jointly select qualified faculty member(s) from other School of BMS Departments, so that three faculty members can evaluate the candidate's case. The Department Chair shall forward to the Chair of the School Promotion and Tenure Committee his/her recommendation concerning the candidate's

promotion, the Departmental Committee's recommendation, together with the candidate's file.

## 5. Departmental Timetable

All departmental level activities and recommendations must be completed and forwarded to the school RP&T committee to allow adequate time for school level considerations.

## B. School Action

### 1. Membership of School RP&T Committee

The School's Retention Promotion and Tenure (RP&T) 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 RP&T Committee shall have one member elected by each department. Members of the School's RP&T 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.

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

### 2. Charge to the School's RP&T Committee

The School's RP&T 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 RP&T Committee's review, the Committee shall conduct a ballot on the candidate's case and communicate its recommendation to the Dean. Such recommendation shall contain a summary of the review conducted, a tally of the ballot taken and also the Chair and department committee recommendations. The School RP&T 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 all of the school RP&T Committee's recommendation, shall forward to the chair of the Campus Committee, his/her recommendations concerning the promotion and/or tenure of all candidates. Simultaneously, the Dean shall forward copies of such recommendations to the respective candidates, the department committee, the candidates' Department Chair, and the school RP&T committee.

#### 4. School Level Timetable

All School level activities and recommendations must be completed and forwarded to the all-campus level by the deadline imposed by the Campus Committee. Should this deadline change substantially, alterations in the candidate's original submission date and/or the departmental timeline may be necessary to provide a month at each of the department and school levels.

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The following section is taken from the Constitution and Bylaws of the Faculty of the School of Business and Management Sciences and is attached to the SBMS Reappointment, Promotion and Tenure Procedures per Senate Document 95-4.

### 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.

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 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.