

TO: Fort Wayne Senate  
FROM: Downs, Chair  
Faculty Affairs Committee  
SUBJECT: Amendments to SD 88-13, Procedures for Promotion and Tenure  
DATE: 23 March 1998  
DISPOSITION: To the Presiding Officer for implementation

Resolved, That Senate Document SD 88-13 be amended as follows:

**That the sentence "The direct submission to members of materials which are not part of the promotion and/or tenure case dossier is prohibited" be added to 1.5 at the end of the section; and**

Current: 1.5 The campus committee, consisting of the Chief Academic Officer of IPFW as nonvoting chair and seven 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. Voting members of this committee shall be elected to three-year terms, staggered in the first instance, by the Chief Administrative Officer of IPFW and the two Speakers of the Faculty. The committee members will be elected from a panel of nominees composed of at least two representatives from the faculty of each school/division selected according to procedures adopted by the school/division Faculty and incorporated into the documents which define the protocols of Faculty governance within the school/division. Voting members of this committee shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor which is part of the candidate's case. Faculty members shall not serve on this committee in a year when their own cases are pending. The purposes of this committee are to 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 to assess the adequacy and sufficiency of the evidence.

**That the words "clear and complete" be inserted between the words "a" and "statement" in the second line of 2.2; and**

Current 2.2 The administrator or committee chair at each level shall inform the candidate in writing of the vote or recommendation on the nomination, with a statement of the reasons therefor, at the time the case is sent forward to the next level. The administrator or committee chair shall also send a copy of the recommendation and statements of reasons to the previous level(s).

**That the Senate requests that the Office of Academic Affairs Memorandum No. 93-1, page 6, number 5, be amended as follows: ... of how the reviews were selected; the relationship, if any, of the reviewer to the candidate; how the reviews were; and /senate-dev .; and**

**That in tenure and/or promotion cases wherein tenure and/or promotion is awarded at IPFW, the dossiers shall be prepared according to IPFW guidelines and considered according to IPFW criteria, policies and practices.**