

SPECIAL MEETING  
FORT WAYNE SENATE AGENDA

Monday  
April 27, 2015 12-1:15.,  
KT G46

1. Call to order – A. Downs
2. Acceptance of the agenda – K. Pollock
3. Items for action:
  - A. Guiding principles document (Senate Document SD 14-35)
  - B. Procedure for promotion and tenure (Senate Document SD 14-36)
4. Good and Welfare
5. Adjournment

MEMORANDUM

TO: Fort Wayne Senate

FROM: Andrew Downs, Chair  
Promotion and Tenure Task Force (P&TTF)

DATE: April 27, 2015

SUBJ: Guiding principles of promotion and tenure at IPFW

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WHEREAS, SD 13-01 created the Promotion and Tenure Task Force (P&TTF); and

WHEREAS, the P&TTF has met 32 times and sought input from faculty regarding the promotion and tenure policy and procedure at IPFW;

WHEREAS, the P&TTF has drafted *Guiding Principles for Promotion and Tenure*;

BE IT RESOLVED, that the Fort Wayne Senate adopt SD 14-35 as the guiding principles for promotion and tenure at IPFW; and

BE IT FURTHER RESOLVED, that “SD XX-XX” be replaced on page one of SD 14-35 with the appropriate senate document number after the guiding principles for clinical faculty is developed and approved.

<u>Approving</u>	<u>Opposed</u>	<u>Not Present</u>
Adkins		
Badia		
Beckman		
Blakemore		
Choi		
Dragnev		
Drummond		
Erickson		
Maloney		
Pomalaza-Raez		
Ridgeway		
Sharma		
Vartanian		
Yen		

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## GUIDING PRINCIPLES FOR PROMOTION AND TENURE

(Information regarding promotion guiding principles for clinical faculty can be found in SD XX-XX)

IPFW is a multi-system regional comprehensive university that is committed to maintaining a standard of excellence for teaching, research and/or creative endeavor, and service in its diverse programs, departments, and schools/colleges. Maintaining this standard can be accomplished only by employing, granting tenure to, and promoting faculty who share this mission.

The most important decisions in the academic profession, for the individual and for the institution, regard the granting of tenure and the awarding of promotion. Promotion is recognition of past achievement; tenure, a statement of confidence in future achievement.

The granting of tenure involves a commitment on the part of the University for the working lifetime of the faculty member. The granting of tenure has a significant impact on the faculty member, the University community, its students, and the citizens of the state. With tenure a faculty member receives the opportunity to teach, study, and serve for the duration of her/his professional career in a community which protects academic freedom, provides adequate material rewards, and encourages intellectual growth. The University benefits by retaining tenured faculty who engage in the confident and disciplined pursuit of excellence. "Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society." (American Association of University Professors)

Significant diversity exists with respect to the needs and goals of programs, and the ways in which faculty contribute to the university. Such diversity is essential to the intellectual health of the university and its success in meeting its mission. At the same time, pursuit of the university's mission and goals unifies all programs and gives a sense of shared purpose while preserving and fostering diversity of work. This document lays out guiding principles that are reflective of the university's mission, vision, goals, and values. Departments must define criteria for promotion and tenure for their faculty that are appropriate for their respective disciplines, but that are also in keeping with these guiding principles.

The granting of tenure and/or promotion is the university's recognition that individual faculty members have successfully met their department's criteria, and in so doing, have worked to advance the university's mission and goals. Promotion and tenure criteria are the standards for summative judgment, and as such, must be guidelines for faculty development. Departments must develop their own promotion and tenure policies, defining criteria for excellence and competence in teaching, research and/or creative endeavor, and service at all levels. A department's policy should define what the department means by "teaching," "research and/or creative endeavor," and "service," and list activities and achievements properly associated with those terms, along with qualitative standards by which they may be judged.

The promotion and tenure policies developed by each department must be clear, meaningful, and include criteria for being tenured and promoted. They must be consistent in content with the guiding principles laid out in this document. The promotion and tenure policies and criteria adopted by a department must be used uniformly as the only standard by which to judge cases for promotion and tenure from that department.

The decision to grant tenure, usually made at an early point in a colleague's career and/or after only a relatively short time has been spent at this university, must depend in part on what has been achieved in teaching, research, and service, and, to a greater degree, on what the candidate can reasonably be expected to achieve in these areas in the future. Those responsible for recommendations and decisions regarding tenure must also pay due regard to the mission of the candidate's unit and her/his contribution to it.

All candidates for promotion to Associate Professor and for tenure must demonstrate excellence in teaching or research and/or creative endeavor. All candidates for promotion to Professor must demonstrate excellence in teaching, research and/or creative endeavor, or service. All candidates must also demonstrate competence in the other categories. Candidates must choose to demonstrate excellence in only one category.

## TEACHING

IPFW faculty are expected to demonstrate a significant and ongoing commitment to advancing student learning and fostering student success. Such a commitment is reflected, in part, by remaining current in the content and pedagogy appropriate to one's discipline, but is also reflected in the continual consideration of one's own teaching effectiveness. This expectation extends to all faculty who teach, regardless of rank.

Teaching can, does, and should occur in a variety of contexts – including (but not limited to) the classroom. A range of activities that affect student learning – directly and indirectly – should be considered when documenting and evaluating one's teaching effectiveness. Documentation and formative evaluation should take place over time, and be informed by multiple measures that represent multiple perspectives (e.g., students, professional peers, self-evaluation). Demonstrating competency must include input from outside the department which might be on or beyond the campus. Demonstrating excellence must include input from outside IPFW.

When teaching is the primary basis for promotion to Associate Professor, in addition to demonstrating exemplary classroom teaching, the candidate's performance must clearly exceed the standard of competence in qualitative and quantitative ways.

When teaching is the primary basis for promotion to Professor, in addition to demonstrating exemplary classroom teaching, the candidate should have made significant contributions to teaching, pedagogy, and/or instruction outside their department, and/or in the university system, and/or in their discipline that has led them to gain recognition outside IPFW appropriate to a faculty member at a regional comprehensive campus for their teaching and/or pedagogical work.

The specific standards of competence and excellence, as well as how they are to be documented and evaluated, shall be established by the department and articulated clearly in their promotion and tenure criteria document.

## RESEARCH AND/OR CREATIVE ENDEAVOR

IPFW faculty with research and/or creative endeavor or scholarship duties are expected to be engaged in on-going programs of research and/or creative endeavor or scholarship. This work should reach an audience that extends beyond the campus. Faculty with research and/or creative endeavor or scholarship duties are expected to maintain currency in their discipline and to share their expertise with appropriate academic and/or non-academic communities as defined by department criteria.

While assessing the scholarly and/or creative contributions of a candidate, some of the factors which may be important in establishing excellence are originality, significance, depth of consideration, contribution to the discipline, and relevance to the candidate's teaching. The evaluation of research and/or creative or scholarly outcomes by authorities in the field is accomplished by a variety of means, such as publication, presentation, exhibition, and performance. Documentation concerning the stature of the publication, conference, place of exhibition, or performance venue, the selection process (e.g. refereeing, judging, competition), as well as sources of funding may also be important in establishing excellence. Depending upon the discipline and area of endeavor, some combination of several or all of these aspects may be involved in building a case for excellence. The quantity of research and/or creative endeavor is a sign of productivity; however, its quality is more important. The judgment of the candidate's work is primarily qualitative and it cannot be reduced to quantitative formulae. In general, the widely accepted evaluation practices within the discipline will determine what evidence a candidate includes in a tenure/promotion case. Demonstrating competence must include input from outside the department which might be on or beyond the campus. Demonstrating excellence must include input from outside IPFW.

When research and/or creative endeavor is the primary basis for promotion to Associate Professor, the candidate should have demonstrated appropriate achievement beyond the terminal degree as appropriate for the discipline and as noted in the department's criteria document.

When research and/or creative endeavor is the primary basis for promotion to Professor, the candidate should have gained national or international recognition appropriate to a faculty member at a regional comprehensive campus for his or her work.

The specific standards of competence and excellence, as well as how they are to be documented and evaluated, shall be established by the department and articulated clearly in their promotion and tenure criteria document.

## SERVICE

IPFW faculty at all ranks are expected to take an active role in the campus beyond teaching and research and/or creative endeavor or scholarship; they are encouraged to contribute their expertise on a community, regional, national, and/or international level and/or to participate in professional organizations.

Department criteria should distinguish between professional activities (those related to the faculty member's discipline or assigned university duties, or to the mission of the university) and

nonprofessional activities (those not so related). If a candidate wishes to introduce evidence of service beyond the scope of the department criteria, it is the responsibility of the candidate to demonstrate the relevance of such service to his/her profession, disciplinary area, and/or role as a faculty member at IPFW. The evidence to demonstrate excellence should include both quantity and quality of the service. The evaluation of service as excellent by authorities beyond the campus is accomplished by a variety of means. Demonstrating excellence must include input from outside IPFW.

While faculty are expected to perform service, they are not permitted to pursue promotion to Associate Professor and/or tenure based on excellence in service.

IPFW recognizes that promotion to Professor based on excellence in service is a possibility. Each department must decide if it is an option within that department. The decision of the department must be stated clearly in the department promotion and tenure documents. If service is the primary basis for promotion to Professor, it must represent a contribution to the campus, the community, or the profession of significant impact. Significant impact goes beyond simply serving on a large number of committees or serving on particular committees for extended periods of time.

The specific standards of competence and excellence, as well as how they are to be documented and evaluated, shall be established by the department and articulated clearly in their promotion and tenure criteria document.

MEMORANDUM

TO: Fort Wayne Senate

FROM: Andrew Downs, Chair  
Promotion and Tenure Task Force (P&TTF)

DATE: April 27, 2015

SUBJ: Procedures for Promotion and Tenure and Third Year Review at IPFW

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WHEREAS, SD 13-01 created the Promotion and Tenure Task Force (P&TTF); and

WHEREAS, the P&TTF has met 32 times and sought input from faculty regarding the promotion and tenure policy and procedure at IPFW;

WHEREAS, the P&TTF has drafted *Procedures for Promotion and Tenure and Third Year Review*;

BE IT RESOLVED, that the Fort Wayne Senate adopt SD 14-36 as the guiding principles for promotion and tenure at IPFW; and

BE IT FURTHER RESOLVED, that “SD XX-XX” be replaced on page one of SD 14-36 with the appropriate senate document number after the guiding principles for clinical faculty is developed and approved.

Approving

Opposed

Not Present

Adkins
Badia
Beckman
Blakemore
Choi
Dragnev
Drummond
Erickson
Maloney
Pomalaza-Raez
Ridgeway
Sharma
Vartanian
Yen

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## **PROCEDURES FOR PROMOTION AND TENURE AND THIRD YEAR REVIEW**

(Information regarding promotion procedures for clinical faculty can be found in SD XX-XX)

IPFW and its autonomous academic units shall establish, within the timeframes and by means of guiding principles and criteria established in other documents, procedures for the evaluation of faculty for promotion and tenure according to the following procedures. Autonomous academic units shall consist of 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, adhere to these guidelines and procedures.

The procedures for evaluating faculty for promotion and tenure ensure fair and consistent treatment of candidates. The procedures include multiple levels of review with clear expectations for each level. When considered in its entirety, the procedures create a coherent whole that includes a system of checks and balances. While there are variations between academic units, all procedures are based on these principles. If a department/program (department) or college/school/division (college) cannot comply with specific procedures in this document, they are expected to explain why they cannot and utilize a procedure that conforms as closely as possible to the procedures in this document. The explanation and amended procedure shall be included in a separate document with recommendations regarding cases for promotion and tenure.

The procedures and guiding principles for evaluating faculty for promotion and tenure are discussed in separate documents (see SD 14-35 for guiding principles), but the two are interrelated. The procedures for evaluating faculty members are the method for implementing the guiding principles.

Amendments to this document shall trigger reviews of college and department procedure documents. It shall be the responsibility of the Presiding Officer of the Senate, in concert with the Senate Secretary, to notify colleges and departments of any amendments to this document and the need to review their procedure documents.

The appointment letter of a faculty member to more than one academic unit shall identify that department whose tenure/promotion process shall apply to the appointee.

### 1. Document Review and Approval

#### 1.1. Department documents

- 1.1.1. Departments must include procedures and criteria for promotion and tenure in documents.
- 1.1.2. Department procedures must adhere to the guidelines and procedures laid out in college and Senate documents.
- 1.1.3. Department criteria must align with college guiding principles.
- 1.1.4. Department procedures must be submitted to the Senate Faculty Affairs Committee for feedback and then reviewed and approved at the college level. The feedback from the Senate Faculty Affairs Committee shall be forwarded to the college.
- 1.1.5. Department criteria must include:



- 1.1.5.1. Criteria for quality of performance (e.g. ~~competenceproficient~~, excellence) in all areas (e.g. teaching, service, research/creative endeavor) for all levels (e.g. associate professor, full professor, librarian).
- 1.1.5.2. Rationale of the department for the criteria.
- 1.1.6. Department criteria must be reviewed and approved at the college level. The review by the college must focus on:
  - 1.1.6.1. The completeness of the department criteria document.
  - 1.1.6.2. The explanation of how the department criteria align with the guiding principles of the college. This explanation should reference credible evidence as to the appropriateness of the criteria for the discipline.
- 1.1.7. If a college rejects the criteria of a department, a thorough explanation of the rejection must be sent to the department.
- 1.1.8. If there is a disagreement between a department and college about criteria, the Senate Faculty Affairs Committee will arbitrate the disagreement.
- 1.1.9. Upon passage of this document by the Senate, departments have one academic year to draft, approve, and seek review of department promotion and tenure documents.
- 1.2. College documents
  - 1.2.1. Colleges must include procedures and guiding principles in documents. Colleges may choose to elect the campus guiding principles as the guiding principles of the college.
  - 1.2.2. College procedures must adhere to the guidelines and procedures laid out in senate documents.
  - 1.2.3. College procedures and guiding principles must be reviewed and approved at the campus level first by the Senate Faculty Affairs Committee and then by the Senate.
- 2. Decision Levels: Nominations for promotion and/or tenure shall be considered at several levels. The quality of the evidence presented in the case is best evaluated at the department level. Candidates may respond in writing to recommendations at all levels. Written responses must be submitted within 7 calendar days of the date of the recommendation and proceed with the case.
  - 2.1. The department committee
    - 2.1.1. Establishing the department committee: The department committee composition and functions shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the college. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the college or, in the absence of such procedures, by the Senate.
    - 2.1.2. Composition of the department committee:
      - 2.1.2.1. The majority of the departmental committee shall be persons possessing the same or higher rank to which a candidate aspires.
      - 2.1.2.2. If, by established departmental criteria, fewer than three persons are eligible to serve on the department committee, the department shall submit to the chief academic officer of the college the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the chief academic officer of the college shall

appoint enough faculty members to bring the committee membership to between three and five.

- 2.1.2.3. Members of the department committee shall elect a chair from among its members.
  - 2.1.2.4. The chief academic officer of the department may not serve on the department committee or participate in meetings.
  - 2.1.3. Primary Tasks: The department committee shall review the evidence presented in the case, compare the case to department criteria, and make a recommendation to the next level in the form of a letter.
  - 2.1.4. Letter of Recommendation: The letter of recommendation from the department committee shall be based on the case and department criteria and clearly state and explain the recommendation of the committee including commenting on the candidate's professional standing.
  - 2.1.5. Other:
    - 2.1.5.1. Any faculty member subject to the procedures and guiding principles of promotion and tenure at IPFW shall have the opportunity to read and provide feedback on cases in their home department until the department committee has made a recommendation regarding tenure and/or promotion. Any written feedback that is provided does not become part of the case and does not move forward with the case.
- 2.2. The chief academic officer of the department
- 2.2.1. Primary Tasks: The chief academic officer of the department shall:
    - 2.2.1.1. Review the case and compare the case to department criteria.
    - 2.2.1.2. Review how well the process has adhered to the documented procedures to this point.
    - 2.2.1.3. Review the recommendation of the lower level.
    - 2.2.1.4. Make a recommendation to the next level in the form of a letter.
  - 2.2.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of the department shall be based on the chief academic officer's review of the case in light of department criteria, the process to this point, and clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decision of the lower level.
- 2.3. The college committee
- 2.3.1. Establishing the college committee: The college committee composition and functions shall be established by the college faculty, incorporated into the documents which define the procedures of faculty governance within the college, and approved by the Senate. This procedure shall be periodically published, simultaneously with the Bylaws of the Senate, as and when the Bylaws of the Senate are distributed.
  - 2.3.2. Composition of the college committee
    - 2.3.2.1. There is no requirement that the majority of the college committee members be at the same or higher rank than the rank to which a candidate aspires.
    - 2.3.2.2. Members of the college committee must have prior experience serving at a lower level in the process before serving on the college committee.

- 2.3.2.3. Members of the college committee may serve at the department level, but not at the campus level in the promotion and tenure process while serving on the college committee.
  - 2.3.2.4. Members of the college committee may not serve consecutive terms. Terms shall be staggered and may not be longer than three years.
  - 2.3.2.5. Members of the college committee shall elect a chair from among its members.
  - 2.3.2.6. The chief academic officer of the college may not serve on the college committee or participate in the meetings.
  - 2.3.3. Primary Tasks: The college committee shall:
    - 2.3.3.1. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
    - 2.3.3.2. Review the recommendation of the lower levels.
      - 2.3.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.
      - 2.3.3.2.2. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
    - 2.3.3.3. Make a recommendation to the next level in the form of a letter.
  - 2.3.4. Letter of Recommendation: The letter of recommendation from the college committee shall be based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.
- 2.4. The chief academic officer of the college
- 2.4.1. Primary Tasks: The chief academic officer of the college shall:
    - 2.4.1.1. Review how well the process has adhered to the documented procedures to this point.
    - 2.4.1.2. Review the recommendations of the lower levels. This review:
      - 2.4.1.2.1. Shall include a consideration of the basis of the decisions from the lower levels.
      - 2.4.1.2.2. May include consideration of the evidence in the case as it compares to department criteria if a decision from a lower level is judged to be contrary to the evidence.
    - 2.4.1.3. Make a recommendation to the next level in the form of a letter.
  - 2.4.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of the college shall be based on the chief academic officer's review of the process to this point, and must clearly state and explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decisions of lower levels.
- 2.5. The Senate Promotion and Tenure Committee (a.k.a. the campus committee)
- 2.5.1. Establishing the campus committee
    - 2.5.1.1. Members of this committee shall be selected to staggered, three-year terms, by the Chief Administrative Officer of IPFW and the two Speakers of the Faculty.

- 2.5.1.2. The committee members will be selected from a panel of nominees composed of at least two representatives from the faculty of each college elected according to procedures adopted by the college faculty and incorporated into the documents which define the protocols of faculty governance within the college and a person with prior service on a college committee. The vote totals from the elections shall be included with the panel of nominees.
- 2.5.2. Composition of the campus committee
- 2.5.2.1. The campus committee shall consist of seven (7) members.
- 2.5.2.2. A minimum of five (5) academic units must be represented on the campus committee and no more than three (3) members of the campus committee may be from one academic unit.
- 2.5.2.3. A majority of the members of the campus committee must be at the rank of professor, or librarian.
- 2.5.2.4. Members of the campus committee must have prior experience serving at a lower level in the process before serving on the campus committee.
- 2.5.2.5. Members of the campus committee may serve at the department level, but not at the college level in the promotion and tenure process while serving on the campus committee.
- 2.5.2.6. Members of the campus committee may not serve consecutive terms.
- 2.5.2.7. Members of the campus committee shall elect a chair from among its members.
- 2.5.2.8. The chief academic officer of IPFW may not serve on the campus committee or participate in the meetings.
- 2.5.3. Primary Tasks: The campus committee shall:
- 2.5.3.1. Review how well the process has adhered to the documented procedures to this point and ensure that the candidate has been afforded basic fairness and due process.
- 2.5.3.2. Review the recommendations of the lower levels.
- 2.5.3.2.1. This review shall include a consideration of the basis of the decisions from the lower levels.
- 2.5.3.2.2. If the committee judges that a decision from a lower level is contrary to the evidence, the committee may include consideration of the evidence in the case as it compares to department criteria.
- 2.5.3.3. Make a recommendation to the next level in the form of a letter.
- 2.5.3.4. Letter of Recommendation: The letter of recommendation from the campus committee shall be based on the committee's review of the process to this point, and must clearly state and explain the recommendation of the committee including an explanation of agreement or disagreement with the decisions of lower levels.
- 2.6. The chief academic officer of IPFW
- 2.6.1. Primary Tasks: The chief academic officer of IPFW shall:
- 2.6.1.1. Recognize the credibility of the decisions of lower levels.
- 2.6.1.2. Review split votes and/or inconsistencies in findings and recommendations at, and between, lower levels. When there is a split vote and/or inconsistency, the chief academic officer of IPFW will focus the review on that part of the case dealing with the split vote and/or inconsistency.

- 2.6.1.3. Review how well the process has adhered to the documented procedures.
      - 2.6.1.4. Make a recommendation to the next level in the form of a letter.
    - 2.6.2. Letter of Recommendation: The letter of recommendation from the chief academic officer of IPFW shall be based on the chief academic officer's review of recommendations from lower levels, the process to this point, and must clearly explain the recommendation of the chief academic officer including an explanation of agreement or disagreement with the decisions of the lower level(s).
  - 2.7. The chief administrative officer of IPFW shall forward recommendations to the President of Indiana University or to the President of Purdue University.
3. Case Process: Nominations for promotion and/or tenure shall be considered at several levels.
  - 3.1. The candidate must identify the criteria document that should be used to judge the case. The criteria document used must have been in effect at some point during the six years preceding the submission of the case.
  - 3.2. All cases for promotion and/or tenure shall pass sequentially through the decision levels above.
    - 3.2.1. Cases that receive unanimous positive votes from the department, chief academic officer of the department, college, and chief academic officer of the college shall bypass the campus committee and proceed directly to the chief academic officer of IPFW.
    - 3.2.2. A faculty member whose case is bypassing the campus committee under 3.2.1 may request a review by the campus committee.
  - 3.3. No information, other than updates to items in the case, can be added to the case after the vote and recommendation from the department level. The intent is that each level will be reviewing the same case. Each decision level is responsible for determining if items submitted after a case has cleared the department committee should be included in the case or considered to be new evidence that should be excluded.
  - 3.4. Each decision level forwards only a letter of recommendation to the next level. Recommendations may not include attachments or supplemental information.
  - 3.5. The administrator or committee chair at each level shall inform the candidate in writing of the vote tally or recommendation on the nomination, with a clear and complete statement of the reasons therefor, at the time the case is sent forward to the next level. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement to the administrator or the committee chair within 7 calendar days of the date of the recommendation and must proceed with the case. At the same time that 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, and the candidate's response, if any, to administrators and committee chairs at the lower level(s). Committee chairs shall distribute copies to committee members.
  - 3.6. The deliberations of committees at all levels shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the next level. Within the confidential discussions of the committees, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed. Committee members must be present during deliberations in order to vote.
4. Individual Participation

- 4.1. Only tenured faculty may serve as voting members of promotion and tenure committees at any level.
- 4.2. No person shall serve as a voting member of any committee during an academic year in which his or her nomination for promotion or tenure is under consideration, nor shall any individual make a recommendation on his or her own promotion or tenure nomination.
- 4.3. The department level excepted, no individual shall serve in a voting or recommending role at more than one decision level. In order that this be accomplished, the campus committee shall be filled before college committees.
- 4.4. Individuals may serve and vote at the department level and one other level (college or campus).
- 4.5. Voting members of committees and chief academic officers shall recuse themselves from considering cases of candidates with whom they share significant credit for research or creative endeavor or other work which is a major part of the candidate's case or if they have other conflicts of interest. The committee will decide if committee members who collaborate with the candidate need to recuse themselves. The next highest administrator will decide if a chief academic officer who collaborated with the candidate needs to recuse her/himself.
- 4.6. Any committee member, at any level, who recuses her/himself shall leave the room during the discussion of that case.

#### REVIEW OF PROGRESS OF PROBATIONARY FACULTY TO TENURE AND PROMOTION

It is in the best interest of IPFW to see its faculty succeed. One way to judge success for probationary faculty is to evaluate progress toward tenure and promotion at the midway point. The diversity of colleges and departments at IPFW makes it difficult to develop a single procedure for reviewing progress of probationary faculty to tenure and promotion.

5. Development of Review Procedure: Departments must develop a procedure for reviewing progress of probationary faculty toward tenure and promotion that adheres to the following principles.
  - 5.1. The procedure must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure).
  - 5.2. Departments/programs must have a thorough formative review process that provides specific details about where improvement is needed and must be based on department criteria. The formative review must occur half way through the third year.
  - 5.3. The formative review must be voted on by the department promotion and tenure committee.
  - 5.4. The chief academic officer of the department must comment on the case and the review from the committee.
  - 5.5. The probationary faculty member must have opportunities to respond during the reviews.
  - 5.6. If, at any point during the probationary period, a chief academic officer at any level is not recommending the reappointment of a probationary faculty, the input and vote of the promotion and tenure committee at the same level must be sought.

Department procedures for reviewing progress shall be established according to a procedure adopted by the faculty of the department and approved by the faculty of the college. The Senate Faculty Affairs Committee shall be consulted about any newly established review procedures and any changes to a review procedure. The Senate shall have the right of review of this procedure. The department committee shall follow procedures established by the faculty of the college or, in the absence of such procedures, by the Senate.

6. Senate Procedure to be used in the absence of a department or college procedure:
  - 6.1. The required review of the progress of probationary faculty to tenure and promotion must make use of annual reviews (discussing performance in the previous year) and annual reappointments (discussing progress toward promotion and tenure).
  - 6.2. This review must be formative and be based on department criteria.
  - 6.3. This review must occur halfway through the third year.
  - 6.4. This review must move forward with the reappointment documentation for that year.
  - 6.5. This review must occur at the first two levels (department promotion and tenure committee and chief academic officer of the department referred to in 2.1 and 2.2 above) and result in a written recommendation from both levels.
  - 6.6. This review must be voted on by the department promotion and tenure committee.
  - 6.7. The chief academic officer of the department must comment on the case and the review from the committee.
  - 6.8. The probationary faculty member must have opportunities to respond during the reviews.
  - 6.9. If, at any point during the probationary period, a chief academic officer at any level is not recommending the reappointment of a probationary faculty, the input and vote of the promotion and tenure committee at the same level must be sought.