

Senate Document SD24-9
Approved, 12/9/2024

MEMORANDUM

TO: Fort Wayne Senate

FROM: Amal Khalifa, Chair
Faculty Affairs Committee

DATE: 10/24/2024

SUBJ: Approval of Doermer School of Business P&T document

WHEREAS, Fort Wayne Senate Document 14-36 states “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”;

WHEREAS, Faculty Affairs Committee has reviewed these procedures in April 2024 and send it back with recommendations.

WHEREAS, Faculty Affairs Committee has reviewed the revised document in September 2024 and find them in compliance with SD 14-36 and SD 19-13;

BE IT RESOLVED, that the Fort Wayne Senate approve the Revised Promotion & Tenure Committee portion of Doermer School of Business Bylaws.

Revised Promotion & Tenure Committee portion of DSB Bylaws – with edits shown
(Approved by DSB Faculty on April 1, 2024, and revised on September 30, 2024, and
November 4, 2024)

6.2.3 Promotion and Tenure Committee (P&T)

6.2.3.1 Membership: The School's Promotion and Tenure (P&T) Committee, developed in accordance with PFW policy, shall consist of six members elected from the tenured and voting faculty of the School holding at least the rank of associate professor: one from the Department of Accounting, two from the Department of Economics and Finance, one from the Department of Hospitality and Tourism Management, and two from the Department of Management and Marketing. Each department shall be represented by two eligible faculty members, elected by the department. Members must have prior experience at lower level of process. Terms shall be two years. Members may not serve consecutive terms, and the terms are staggered. A tenured associate professor or tenured professor can serve as a voting member of their departmental promotion and tenure committee and one other (school-level or campus-level) promotion and tenure committee. No individual may serve on BOTH college and campus committee.

DSB Voting Faculty members eligible to vote in these elections are those who are tenured or tenure track.

This committee's membership will be expanded to include one Senior Lecturer or Clinical Faculty (depending on the type of case) when a Lecturer or Clinical Faculty member is applying for promotion. The added committee member must have at least the rank being sought by the candidate.

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

6.2.3.2 Charge: The Promotion and Tenure Committee shall discharge its responsibilities as outlined in the School's Reappointment, Promotion and Tenure Handbook. This Handbook contains specific procedures to follow for promotion, tenure and retention cases.

The Committee elects a chair from eligible members. The Committee shall review how well the process has adhered to documented procedures, review the recommendation of the lower levels. If the committee questions a decision of a lower level, it may review the case based on department criteria. The Committee writes a letter that states and explains recommendation and addresses agreement/disagreement with lower levels.