Promotion and Tenure Guidelines

Department of Computer Information Systems/Informatics, Indiana University Northwest

The department seeks to encourage and recognize among its faculty both traditional and interdisciplinary scholarship, instructional accomplishment, including the scholarship of teaching and learning, and artistic or creative activities within the University guidelines for promotion, tenure and reappointment as described in the Indiana University Academic Handbook. The criteria provided below are meant as a general guide to the evaluation of creative and scholarly achievement, teaching, and service as applied to all faculty of the Department of Computer Information Systems and Informatics. Guidelines for external evaluation of the faculty’s research shall be described to reviewers. Reviewers shall be provided with additional information, where applicable, based on varied requirements for publication in Computer Science or Computer Information Systems related journals and publications. The following paragraphs address making a case for excellence in research and creative activity, teaching, or service.

Creative activity and research:

The department recognizes and encourages creative, research, and professional accomplishment in traditional and interdisciplinary venues. Candidates should demonstrate a sustained record of publication and other professional accomplishments at a level appropriate to the candidate’s discipline and years of service. Evidence of creative, research, or professional accomplishment (that includes reference to the candidates IU Northwest affiliation) may include (not in any rank order):

♦ Authorship or co-authorship of books and monographs
♦ Publication in juried, discipline-specific journals or other media
♦ Presentations accepted for national or international conference based on peer or juried review submissions
♦ Peer or critical review
♦ Professional awards or prizes
♦ Commissioned and contract work
♦ Award of external grants for creative or scholarly projects or programs
♦ Development of unique software, widely accepted distributed

When reviewing for reappointment, the department seeks evidence that the candidate is making progress and establishing a record of accomplishment in these or other related areas. In general, and as may be appropriate for each candidate, the department wishes to see a continuous record of juried publications or invited activities, significant awards, and/or the pursuit of external grants and financial aid in support of creative projects, research, etc (that includes reference to the candidate’s IU Northwest affiliation). When reviewing for tenure and promotion to the rank of associate professor, the department seeks evidence that the candidate has established a solid record of accomplishment in his or her area of excellence and that the candidate demonstrates the potential for further accomplishment which, in time, could establish a case for promotion to full rank. Additionally, the candidate will have established
adequacy in the areas of teaching and service. When reviewing for promotion to the rank of professor in research, the department evaluates the candidate’s record of excellence at the regional and national levels, sustained over a period of years. Additionally, the candidate needs to establish adequacy in the areas of teaching and service.

Note: Many professional organizations in the areas of computing that conduct annual conferences often require that a completed paper be submitted for peer review for acceptance to that conference. While CIS does not expect that these should be counted the same as scholarly journals, these papers will be noted as part of a candidate’s record for promotion and tenure.

**Teaching**

The candidate should demonstrate effectiveness in teaching, appropriate to the wide variance of teaching venues and student capabilities encompassed within the department. Teaching effectiveness may be documented by traditional instruments such as peer review of classroom or studio activity, student evaluations, or evidence of student success in professional or academic fields. The teaching record should demonstrate an effect beyond the university classroom and campus. Teaching effectiveness may also be evaluated via other evidence, including (not in any rank order):

- Pedagogical publications
- The scholarship of teaching and learning
- Development of new traditional or interdisciplinary curricula or teaching techniques
- Awards for excellence in teaching
- Development of new traditional or interdisciplinary degrees or certificate programs
- Mentoring and advising
- Authorship of texts or other teaching materials
- Establishment, development, and maintenance of studios and labs necessary for effective instruction or creative output
- Establishment and development of instructional or student internship venues with community or professional organizations
- Development of grants, contracts, etc. which support or are associated with teaching, curriculum development, studio and lab development, etc.
- Remaining current with developments in technology to teaching

When reviewing for reappointment, the department seeks evidence that the candidate is making progress and establishing a satisfactory record of accomplishment in these or other areas related to teaching effectiveness with contributions on and beyond the campus. When reviewing for tenure and promotion to the rank of associate professor, the department seeks evidence that the candidate has established a solid record of excellence in area of teaching, and that the candidate demonstrates the potential for further accomplishment which, in time, could establish a case for promotion to full rank. Additionally, candidates will have established adequacy in both creative activity/research and service. When reviewing for promotion to the rank of professor, the department seeks evidence that the candidate has achieved a record of excellence, leadership, and innovation, sustained over a period of years, in areas
deemed appropriate by the reviewing committee. Additionally, candidates will need to establish adequacy in both creative activity/research and service.

**Service:**

The department encourages and recognizes the valuable contributions made by department faculty through service to the College, the University, and to the communities beyond the University. The service record should demonstrate an effect beyond the department and campus. Service effectiveness may also be evaluated via other evidence, including (not in any rank order):

- Membership and chairing of various COAS and University committees
- Mentoring (applies to associate and full professors)
- Scholarship of service
- Involvement with the community through panel discussions or scholarship of service
- Facilitation of University/community partnering (recruitment of associate faculty, recruitment of internship opportunities, recruitment of guest lecturers, etc.)
- Leadership in professional organizations
- Participation in community service

When reviewing for reappointment, the department seeks evidence that the candidate is making progress and establishing a satisfactory record of accomplishment in these or other areas related to service. When reviewing for tenure and promotion to the rank of associate professor, the Department seeks evidence that the candidate has established a solid record of excellence in areas of service deemed appropriate that make contributions both on and off campus, and that the candidate demonstrates the potential for further accomplishment which, in time, could establish a case for promotion to full rank. Additionally, the candidate will have established adequacy in creative activity/research and teaching. When reviewing for promotion to the rank of professor, the department seeks evidence that the candidate exhibits a record of excellence, responsibility, and leadership in COAS, University and community service, sustained over a period of years. Additionally, the candidate will need to establish adequacy in creative activity/research and teaching. Candidate should be aware that a claim of excellence in service has not generally been used for tenure or promotion to associate faculty rank, but has occasionally been used with success for the promotion to the rank of professor.

Note: These Promotion and Tenure Guidelines are consistent with the IU Handbook and IUN standards. In areas of research and publication, the wide range of journals available for publication in Computer Information Systems, Computer Science, and Informatics make it impossible to dictate one specific standard, other than traditional and university definitions of excellence.