

JOINT FACULTY/ ADMINISTRATIVE P&T COMMITTEE
Recommendations on Promotion & Tenure Procedures
on Indiana University Campuses

Introduction

In March of 2008, President Michael McRobbie, along with then Co-Chairs of the University Faculty Council, Bart Ng and Lisa Pratt, created a Joint Committee to Review Indiana University Promotion and Tenure Procedures. This committee was composed of the University Faculty Council Faculty Affairs Committee, and representatives of the administration from each campus.

The committee's charge was delivered and the committee began to deliberate in June and deliberations were made throughout the summer and fall of 2008. Copies of the charge to the committee and the list of committee members is added as an attachment. The committee worked to make this process as transparent as possible, posting working drafts on an Oncourse site with a way for interested parties to leave comments. Drafts were also circulated on several campuses with opportunities for faculty comments. Below, the committee presents its recommendations for baseline procedures made in the spirit of that charge.

Faculty Review Committees

1. At least one-third of the members of each campus-wide faculty review committee should be faculty with Professor or Librarian rank.
2. Only faculty who are tenured and have at least associate rank should serve on campus-wide tenure and promotion committees for tenure-eligible faculty cases.
3. All committee votes on all review committees should be reported as the number of yes-no-abstain votes. There should be no absentee voting or ballots on campus-wide review committees.
4. Only those faculty participating fully in the contemporaneous evaluation meeting and consequential discussions should be eligible to vote. This does not preclude committee members' participation through interactive technology such as video- or tele-conferencing. (Note that some campuses wanted this recommendation to only apply to the campus-wide committees.)
5. On all review committees, each committee member, voting on or taking part in deliberations regarding a case, should have access to all the materials in the dossier.
6. An administrator may make a recommendation or vote only once on any given case.
7. A faculty member can participate in deliberations in only one level per candidate. He or she must recuse himself or herself from participating at any other level.
8. Each level of review is a critical component of the review process. Each level should have access to the previous levels' assessments.
9. Committee deliberations are confidential matters and should not be opened up, or communicated, to others outside the promotion and tenure process, except as required by university procedures.

10. At all levels of review, the recommendation and its rationale should be clearly communicated to both the candidate and subsequent levels of review. Recommendations should be clear and explicitly based on the dossier.

11. Campuses should develop guidelines for the membership of evaluation committees at the unit, school, or college level that ensure appropriate representation, with consideration of such factors as tenure, and rank or seniority. The development of such guidelines may be delegated to units, schools, or colleges. However, the guidelines should be consistent, as appropriate, with the above points.

Dossier Preparation: Primary External Letters

Although the candidate's area of excellence, the rank to which a candidate aspires, and the characteristics of the candidate's discipline may factor into the type and number of peer reviews expected in a dossier, a minimum of four external letters may give sufficient evidence of the quality of a case while not giving undue weight to an individual review.

1. Dossiers for faculty with the ranks of Assistant Professor, Associate Professor or Professor are expected to have at least four external letters. External is defined as "not from the candidate's home campus."
2. External reviewers should give a credible review of the impact or quality of the candidate's work, avoiding the appearance of a conflict of interest. Normally, a reviewer would not have had a significant relationship with the candidate (such as thesis advisor, post doctoral mentor, co-author, former colleague or classmate) and be of rank or position comparable or senior to that sought by the candidate.
3. Exceptions to these guidelines are to be explained in the dossier by the candidate's supervisor.
4. Units and/or campuses will establish guidelines on external letters of review and other letters of support. Campus guidelines will be transmitted to the appropriate EVP's office each year. These guidelines should also be given to the candidate and placed in the dossier.
5. Librarians will follow the guidelines in the Indiana University Libraries Handbook regarding letters of review or support.

Further Recommendations from the Joint P&T Committee

1. The designation of the area(s) of excellence will be by the candidate. Tenure candidates are urged to make this designation in consultation with senior members of their division or department.
2. Recommendations from each review committee should include a rating of "excellent", "satisfactory", or "unsatisfactory" in each category of teaching, research and service for faculty, or a rating of excellent, beyond satisfactory, satisfactory, or unsatisfactory in each category of performance, professional development and service for librarians.
3. It was noted by the committee that there is currently no process for a faculty member to file an appeal regarding a decision made above the campus level. The committee strongly endorses the idea of creating such a process.

Respectfully Submitted,

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