Department of Biology Promotion Policies (established July, 2012)

Teaching, research and creative activity, and service – including administrative, professional and public – are long-standing faculty responsibilities. A candidate for promotion should excel in at least one of the above categories and be deemed at least satisfactory in the others. In some instances, a candidate may present a balanced case for promotion and/or tenure (P&T) such that the candidate’s overall accomplishments in the three areas together – research, teaching, and service – are deemed excellent, even if the candidate does not achieve an excellent rating within one specific area.

The candidate, under the guidance of the department Chair, should create a dossier that emphasizes the academic strengths of the candidate and creates a strong argument as to why the candidate should be promoted and/or be granted tenure.

All publications and professional activity during the tenure probation (or promotion) period will count toward P&T. Manuscripts that are accepted for publication or in press at the time of evaluation for tenure or promotion by the department shall be considered as published manuscripts for the purposes of tenure and promotion decisions. If the period of consideration includes credit for time prior to the candidate joining the IU Northwest faculty then publications and professional activities achieved in that credit period fully count toward P&T. Publications prior to a candidate joining IU Northwest and publications that do not list IU Northwest as the author affiliation, or do not list IU Northwest as the candidate’s current address, will not be credited towards tenure or promotion except in cases where credit for past experience is given to the candidate (as stated above).

In all cases, the candidate’s record should be assessed by comprehensive and rigorous peer review. 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 one area and that the candidate demonstrates the potential for further accomplishment, which, in time, could establish a case for promotion to full rank. 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 one of the three categories. Additionally, candidates under both reviews will need to establish adequacy in the other two categories of promotion criteria.

Teaching. An effective teacher demonstrates intellectual competence, integrity, and independence. Educational excellence requires the candidate to have a vital interest in teaching and working with students and above all, the ability to stimulate their intellectual interest and enthusiasm. An excellent educator must be willing to consider suggestions intended to improve his or her didactic style, engage in cooperative and innovative teaching activities, and develop and strengthen course content in light of developments in the field. Although evaluating the quality of teaching is admittedly difficult, this evaluation is of critical importance for supporting the candidate’s application. An individual’s promotion dossier should include the collective judgment of students as determined by course evaluations as well as letters of recommendation from previous students; student
counselors; and of colleagues who have visited the candidate’s classes, have been closely associated with his or her teaching as supervisor or in some other capacity, or who have taught the same students in subsequent courses.

**Evidence for excellence** in teaching shall include demonstration or achievement in two or more of the following:

- One or more pedagogically-oriented manuscripts published in national or international, peer-reviewed journals or similar scholarly publication.
- One or more manuscripts published in the tradition of the scholarship of teaching and learning in national or international, peer-reviewed journals or similar scholarly publication.
- Funded external proposals for pedagogical innovation or systemic change in teaching.
- One or more invited presentations on teaching innovation at professional meetings at the national or international level.
- Publication of a peer-reviewed textbook.
- Development of new traditional or interdisciplinary degrees or certificate programs.
- Mentoring and/or evidence of student success in professional or academic fields.

**In addition,** the candidate should provide evidence or demonstrate achievement of at least two of the following criteria:

- Peer reviews (external and internal) attesting to the impact and value of the candidate’s work
- Awards (local, University-wide, regional, or national)
- Consistently favorable student responses on evaluations, on both the prose comments and numerical results

**Satisfactory performance** in teaching for the purposes of tenure shall be demonstrated by the candidate’s achieving or providing on the list of significant accomplishments as found on page 11 of the IU Northwest Promotion and Tenure Guidelines. For promotion to full professor, the candidate should meet at a minimum two or more of the substantive accomplishments, or three of the significant accomplishments, listed on page 11 of the current IU Northwest Promotion and Tenure Guidelines. Further, a faculty member making a case for excellence should have made contributions to teaching that extend beyond the candidate’s own classroom.

When reviewing for reappointment, the department seeks evidence that the candidate is making progress and establishing a 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 research and service.

**Research.** Publications in peer-reviewed national or international journals are expected as evidence of scholarly interest pursued independently of supervision or direction. Quality of production is considered more important than mere quantity. While three articles is a reasonable expectation, fewer articles of considerable importance published in journals considered to have exceptionally high impact factors may also be suitable to support the candidate’s petition for research excellence. The candidate should possess a definite continuing program of studies or investigations. Candidates for full professor should have obtained independent, external funding to support research activities subsequent to their promotion to associate professor.

It is understood that co-authorship of papers in the biological and medical sciences is the norm and not the exception. It is also accepted that first authorship is an honor that signifies significant contribution to the outcome of the study. Likewise, senior (corresponding) authorship indicates oversight of the project and by definition indicates a significant contribution to the paper. Thus, first authorship or senior authorship of all publications will be taken as evidence that the candidate made significant contributions to the outcome of the study. This withstanding, the candidate’s role in each co-authored publication should be clearly stated and collaborated by the senior author of the paper.

Meeting any of the following criteria shall constitute achievement of excellence in research.

- Publication of three papers in discipline-appropriate peer reviewed national or international journals during the review period. Publication should be in main-stream journals. Obscure international journals could be viewed poorly. Impact factors for such journals or a strong justification as to why they were used instead of main-stream journals should be justified. Quality of publication will still be a consideration (especially when applying for promotion to full professor).

  (or)

- Publication of two papers in discipline-appropriate peer reviewed national or international journals during the review period (as described above) and two additional papers published in peer reviewed local or regional journals or proceedings.

  (or)
• Publication of two papers in discipline-appropriate peer reviewed national or international journals during the review period (as described above) and awarding of one significant external grant (as PI or co PI).

(or)

• Publication of two papers in discipline-appropriate peer reviewed national or international journals during the review period (as described above) and a discipline-appropriate book chapter.

• **In addition** to achieving one of the above criteria the candidate should also be involved in at least one other research related activity described in the current IU Northwest P&T Guidelines, or research related activities generally considered an honor or recognition by one’s peers in the field such as peer review of publications, grants, etc.

• If a candidate does not meet the specific requirements above, Excellence in Research may also be demonstrated by a combination of research related activities described in the current IU Northwest P&T Guidelines, or other research related activities generally recognized as discipline-appropriate such as peer review of publications, grants, etc. The evidence presented in the dossier will be weighed by the department P&T committee and the department Chair. The degree of achievement and the attainment of excellence will be determined on a case by case basis. As an example, the candidate may be awarded a large multi-year award from a national funding agency. This could be considered sufficient evidence to consider the candidate excellent in research. Likewise, the candidate could publish a discipline-appropriate book that may be considered worthy of awarding promotion and/or tenure.

**Satisfactory research** for the purposes of promotion to Associate Professor or tenure must include discipline-appropriate, peer reviewed published paper (regional, national, or international) and ongoing engagement in research related activities. For research to be considered satisfactory for promotion to full professor, the candidate should provide clear evidence of a substantial body of published research arising from an ongoing research program.

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 refereed publications, presentations, awards, and/or the pursuit of external grants and financial support of scholarship. 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, the department evaluates the candidate’s record of excellence at the regional and national levels, sustained over a period of years, in areas of design,
performance, exhibition, publication, broadcast, and so on. Additionally, the candidate needs to establish adequacy in the areas of teaching and service.

**Service.** The evaluation of the candidate’s service should be in terms of the effectiveness with which the service is performed, its relation to the general welfare of the University, and its effect on the development of the individual. Candidates for excellence in service would be expected to have created or significantly improved programs within the University (including departmental, college or University curriculum), established externally recognized partnerships with organizations in the community or held leadership positions in national or international professional organizations. The service record should demonstrate an effect beyond the department and campus. Examples of service include:

- Membership and chairing of various COAS and University committees
- Membership in department committees and providing special services to the department and colleagues
- Mentoring
- Scholarship of Service
- Involvement with the community
- Facilitation of University/community partnering (recruitment of associate faculty, recruitment of internship opportunities, recruitment of guest lecturers, etc.)
- Leadership in professional organizations
- Provision of service or maintenance of equipment and facilities which benefits a constituency beyond the individual’s own classes.

When reviewing for reappointment, the department seeks evidence that the candidate is making progress and establishing a 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.

**LECTURERS**

Lecturers are academic appointees whose primary responsibility is teaching and service. In some cases, lecturers may be assigned research support responsibilities as part of their
official duties. In those cases, achievement in this area shall also be considered for promotion. Lecturers shall be promoted to Senior Lecturers upon their being appointed to long term contracts following a probationary period. Individuals appointed as lecturers shall be given long-term contracts after a probationary period of not more than seven years. The criteria for granting long-term contracts after a probationary period shall be analogous to the criteria for granting tenure, except that lecturers shall earn the right to a long-term contract on the basis of their excellence only in those responsibilities that may be assigned to them. Research and discipline appropriate creative activities will be considered when favorable towards the candidate’s petition. Note that this is in the Revised P&T Guideline book p 14.