Department of English and Linguistics

*Enchiridion* (pp. 15-17)

P&T Procedures and

Third-Year Review

## Faculty Review

**Overview of Promotion and Tenure**

Candidates for tenure and promotion are evaluated in three areas of professional competence: research, teaching, and service. It is recognized that these areas overlap. Research, whether or not it leads to publication, is a prerequisite of effective teaching and may also underlie service to the university, community, or profession. Similarly, course preparation may lead to or support scholarly or creative activity. Hence, the three areas of evaluation do not imply three discrete modes of endeavor but rather the possibilities of emphasis within a candidate's total performance. A candidate on a teaching appointment is not required to conduct research leading to publication but is expected to show evidence of remaining current in the discipline and aware of research and publications related to subjects taught. Evidence of such research might be found in such materials as peer reviews, a history of publications or presentations at conferences or roundtables, and a record of curricular development.

Candidates for tenure must demonstrate competence in all three areas. Candidates who hold research appointments must, in applying for promotion, demonstrate excellence in teaching, research, or service. Professorial faculty on teaching appointments must, in applying for promotion, demonstrate excellence in teaching or teaching related service. While tenure and promotion decisions are based on many of the same criteria, there is a significant difference in the import of the two decisions. A recommendation for tenure entails the Department’s trust that the candidate will continue to develop professionally; a recommendation for promotion acknowledges that a candidate has made an appropriately notable achievement as scholar and teacher.

Tenure decisions are normally made in the candidate's sixth year of probationary service. In cases of unusual distinction, a candidate may be considered for tenure in an earlier year. Normally, a candidate will be considered for promotion no earlier than the fourth year in rank. Work completed before a candidate’s current appointment may be considered in tenure decisions and in the case of the candidate’s first promotion at IPFW. However, any case must demonstrate competence in teaching based on work at IPFW, and, for candidates on research appointments, must show a reasonably consistent record of research. Tenure, in particular, will not be granted until a record of teaching at IPFW has been established and will not be granted largely on the basis of work done elsewhere, especially when little evidence of recent success is offered. Notably in the case of candidates who bring to IPFW substantial records of publication, promotion may appropriately precede tenure.

**Process**

**Procedures for Promotion and Tenure (Revised & Approved 02/10)**

Faculty who intend to be considered for promotion and/or tenure will be asked to notify the Department Chair in February of the academic year before their cases will be considered, in order that arrangements can be made for outside evaluation. **The candidate must identify the Departmental criteria document that is to be used in the deliberation (this document must have been in effect for the prior six years of the case)--(**See Outside Review of Promotion and Tenure Cases, below.).

Promotion and tenure cases follow the procedures and guiding principles of the most recent Senate Documents (SD 14-35 and SD 14-36) found on the “Promotion & Tenure Resources” website of IPFW (see <https://www.ipfw.edu/offices/oaa/faculty-affairs/promotion/>). Dossier Formats are also prescribed on this website. A faculty member preparing a promotion or tenure case should work closely with the Department Chair or another designated senior faculty member to ensure that the case conforms to the standards expected by campus committees and administrators. Consideration of cases begins at the beginning of the fall semester, so the case should be completed no later than the last week in August. **Updates can be added to the case after the committee votes but only if the material pertains to material already submitted and is not new. Each deliberative body following the committee decision must decide if additional material is acceptable for inclusion.**

Cases for promotion and tenure pass through the following decision levels with the approximate deadlines in parentheses. **At each decision level, only a letter with a recommendation is forwarded to the next level**:

* The English and Linguistics Promotion/Tenure/Sabbatical Leave Committee (early September)
* The Chair of English and Linguistics (early September)
* The School of Arts and Sciences Promotion and Tenure committee (mid September)
* The Dean of Arts and Sciences (mid September)
* The campus Promotion and Tenure Subcommittee (mid November)
* The Vice Chancellor for Academic Affairs (mid January)
* The Chancellor of IPFW, who forwards his or her recommendation to the president of Indiana or Purdue University for submission to the trustees. (mid- to late-January)
* By College policy (A&S 9/15/81), the Chair's evaluation of a candidate for promotion or tenure must include all annual evaluations of the candidate (if the candidate has not included them in the case), along with responses to them, should such exist, since the last promotion or, in tenure cases, since the initial appointment to a tenure-track position.

Campus decisions on promotion and tenure are made near the end of the fall semester in December.

**Outside Review of Promotion and Tenure Cases**

**(Revised & Approved 02/26/07; 07/1/08)**

Candidates for promotion and tenure in English and Linguistics must include appraisals by a minimum of six (6) outside evaluators. The number is mandated by the most recent OAA document. Outside evaluators are people not affiliated with IPFW. If outside evaluators hold university rank, it should be at or above that sought by the candidate. Naturally, all evaluators should possess credentials appropriate for assessing the candidate. Normally, this assessment will be limited to the candidate's research but may include the candidate’s classroom materials for a teaching case.

Because of the time required to solicit and receive outside evaluations, the process must begin in the spring preceding the academic year in which the tenure or promotion case will be reviewed. In February, the Department Chair will request faculty to indicate their intention to be considered for promotion or tenure in the following September. Those who do so will be asked to provide a list of at least six (6) potential evaluators. This list should include the names, titles, and addresses of the evaluators, along with a brief description of their credentials (e.g., "Professor X's three-volume study of the Spasmodic Poets [1985] is the definitive work on the subject").

The Chair will prepare a similar list of potential evaluators, from which the candidate will be given the opportunity to strike up to three names if he or she wishes. The candidate will also indicate if he or she has had a personal relationship with any of these potential evaluators. The Chair will then prepare a third list composed of names from the first two lists. These will then be asked if they are willing to serve as outside evaluators of the candidate's credentials. If fewer than six agree to do so, the candidate and Chair will follow a procedure similar to that outlined above to develop a list of additional potential evaluators.

Those who agree to evaluate a candidate's case will be sent a packet of materials prepared by the candidate in consultation with the Chair (mid-March). This packet will contain the Department's promotion and tenure criteria, the candidate's curriculum vitae, and a sample of the candidate's research. If the case is one based on excellence in teaching, a teaching portfolio will also be included in the packet. If unpublished or unreviewed material is a component in the candidate's case, it should be represented in the sample. Candidates should be aware that, by school policy, unpublished or published but unrefereeed research must be evaluated by outside reviewers if it is to be considered an element of a tenure case.

The candidate will receive a sample of the letter inviting the evaluations, the names of those supplying evaluations, and their signed responses. These should be included in the promotion or tenure case.

Copies of the letters of evaluation will be forwarded to the dean.

**Promotion & Tenure Committee Composition and Responsibilities**

The Promotion/Tenure/Sabbatical Leave Committee consists of seven tenured members **(excluding the Department Chair, who may not serve on the committee or attend meetings)** appointed to one-year terms and whose composition is comprised of a majority of persons possessing the same or higher rank of prospective candidates. This committee is charged with reviewing and voting on nominations for tenure and/or promotion. The committee shall elect a chair. A candidate’s case shall be made available to all tenured and tenure-track faculty of the department, who shall have the opportunity to review and comment on each case by writing to the committee chair. **The committee shall review the evidence presented in the case, evaluate it against the departmental criteria, and submit its written recommendations to the next level of deliberation.** The deliberations of the committee shall be strictly confidential, and only the committee chair may communicate the committee’s decision to the candidate. Within the confidential discussions of the committee, each member’s vote on a case shall be openly declared. No abstentions or proxies are allowed.

The committee chair shall inform the candidate in writing of the vote or recommendation on the nomination **(i.e. vote tally, recommendation, and reasons),** with a clear and complete statement of the reasons therefore at the time the case is sent forward to the Chair of the Department of English and Linguistics. When the vote is not unanimous, the written statement must stipulate both the majority opinion and the minority opinion. **Candidates may respond to the recommendations at all levels of deliberation as long as the response is submitted within 7 calendar days of the recommendation. Responses proceed with the case.**

**The Department Chair will then review the case based on departmental criteria and also evaluate the ongoing deliberative process and report on essential agreement or disagreement with the committee recommendations, providing a rationale for the decision before the case is submitted to the next level of deliberation. The candidate may respond to chair recommendations and that response will be submitted as part of the case.**

**(revised 05/1/89; 03/26/90; 02/19/96; 9/2012; approved 5/2013)**

**(*Enchiridion,* pg. 43)**

## Third Year Review (approved 10/2008)

A probationary faculty member shall include the following as an appendix in his or her request for a fourth reappointment:

* Copies of the summary portions of the annual reports from the first three years of the probationary period
* Copies of reappointment letters by the Department Chair and Faculty Review Committee from the first three years of the probationary period
* **Copies of the departmental formative review conducted midway through the third year**

The same procedure used for other reappointment years will be followed:  The Faculty Review Committee will make a recommendation for reappointment to the Department Chair who will in turn make his or her own recommendation. I**f the chair does not recommend reappointment, the vote of the committee will be sought.** The letters from the Faculty Review Committee and the Department Chair will include a summation of a faculty member’s progress toward tenure along with the usual yearly summation. Any comments to mentor the faculty member in developing a future case will be made formally to the faculty member or included in the letter from the Committee or the Chair.