

TO: A&S Executive Committee
FROM: A&S Faculty Affairs Committee
DATE: April 21, 2005
RE: Recommended change to the Biology P&T Procedure Document

Whereas, the Promotion and Tenure Procedures of the Biology Department are not consistent with SD 03-10;

Be it resolved that the following changes be made to the Biology Promotion and Tenure Procedures Document, as attached.

<u>Approving</u>	<u>Opposed</u>	<u>Absent</u>
G. Gendzel		S. Dhawale
R. Hess		D. Oberstar
D. Kaiser		D. Linn
Y. Zubovic		

Department of Biology

Promotion and Tenure Procedures

The Department of Biology Promotion and Tenure Committee consists of all tenured faculty members holding the rank of associate professor or professor. The Promotion and Tenure (P&T) Committee will be called by the chair of the Welfare Committee as needed, and they will select a committee chair to preside over activities while they address their charge. All P&T Committee deliberations and written communications shall be confidential. All votes of the committee will be by open, not secret ballot. Outside the committee only the vote totals will be disclosed.

The process of promotion and tenure typically has three, and potentially four, steps: mid-tenure review, tenure and promotion to associate professor, and promotion to full professor. The fourth potential step occurs when an applicant is tenured, but not promoted. If this occurs, the candidate could then proceed for promotion to associate professor the following year.

The following document details the steps in the process of promotion and tenure within the Department of Biology. Should this policy conflict with University policy, University policy will have precedence. The department chair has the responsibility to direct candidates to the current IPFW Senate document on tenure and promotion.

Mid-Tenure Review

The P&T Committee will initiate a mid-tenure review of all non-tenured faculty after the completion of the third year of faculty appointment at IPFW. This review will follow the guidelines and format for a promotion and tenure case outlined in the current IPFW Senate document. The P&T Committee via the department chair will notify all untenured faculty in May at the end of the third year of their appointment that a P&T document should be prepared and submitted for the P&T Committee's review by September 15 of the same year. The mid-tenure review has two main purposes. The first is to assist the candidate in the future preparation of a case for tenure and promotion to associate professor. The second purpose is to provide the department chair with faculty input regarding the retention and performance of the candidate prior to the penultimate year of appointment.

The mid-tenure review document will include documentation in the areas of teaching, research and service, and should be organized according to guidelines in the current IPFW Senate document. The chair of the P&T committee will, with collaboration and approval of the P&T committee, submit a written evaluation of the progress of the candidate to the department chair and the candidate. This evaluation should be in the form of a memo detailing the opinion of the committee on the documented performance of the candidate in teaching, research and service.

The department chair will also provide a separate written evaluation of the submitted case to both the P&T committee and the candidate. The mid-tenure evaluation memos from both the P&T Committee and the department chair are internal documents and will not be forwarded to the college or administration for action or approval. However, they may be used by the department chair in annual evaluations and by the candidate and the department chair in a future case for tenure and promotion to associate professor.

Tenure and Promotion to Associate Professor

The P&T Committee will evaluate cases for tenure and promotion to associate professor. This review will follow the guidelines outlined in the current IPFW Senate document and the Biology Department document on Criteria for Tenure and Promotion. Faculty members seeking tenure and promotion to associate professor will typically submit material to the committee by the fourth week of classes in the fall of their sixth year. Faculty have the option to submit their case early. The case will include material documenting performance in research, teaching, and service.

Outside reviewers will be asked to evaluate the performance of the candidate in the chosen area of expertise. Outside reviewers are not asked for their opinion regarding promotion or tenure, but rather for an opinion on how the faculty member is doing in establishing an independent reputation in the area of expertise. The candidate should meet with the chair before the second week of April before submission to suggest 5-7 potential outside peer reviewers. The department chair will select from this list, and will

choose others, if appropriate, to obtain a minimum of three and a goal of five outside peer reviews. All received reviews will be included in the case.

After all the materials have been submitted, the committee will meet to evaluate the case and to vote whether or not to recommend promotion and/or tenure. The department chair may attend the P&T meetings as an *ex officio* observer, but will not be present for the vote. According to Purdue University policy, a vote for promotion to associate professor is also a vote for tenure. If the initial vote for promotion and tenure is not unanimous, a second, separate vote for tenure will be taken. The chair of the P&T Committee, with the collaboration and consent of the P&T Committee, will prepare a written statement evaluating the merits of the case for use by the department chair and by P&T Committees above the departmental level.

The department chair will then review the case and the recommendation from the P&T Committee, and will prepare a review for the candidate and for P&T committees above the departmental level.

Promotion to Professor

The procedure for assessing the promotion to professor is very similar to that described for assessing promotion cases for associate professor. However, the P&T Committee will consist only of the full professors in the department. If less than three hold that rank, professors from other departments will be recruited to constitute a minimum committee of three. The external reviewers will be asked to give their opinions as to whether the candidate is an authority in his or her field of expertise. All other procedures stated in the section on Tenure and Promotion to Associate Professor will be used in cases for promotion to professor.