

## DEPARTMENT OF ANTHROPOLOGY

### – GOVERNANCE DOCUMENTS –

#### PROCEDURES FOR REAPPOINTMENT, TENURE, AND PROMOTION

Last revision: November 4, 2009

- I. GENERAL COMMENT AND PROCEDURES
  - A) These procedures apply only to tenure-track faculty members.
  - B) Nothing in this document is to be construed as being in conflict with the criteria, policies, and procedures governing the reappointment, tenure, and promotion of faculty as set forth in the relevant documents of Indiana University or with those of IPFW as defined in SD 88-25 (Criteria for Tenure and Promotion), SD 94-3 (Promotion and Tenure Guidelines), OAA Memorandum 99-1 (Promotion and Tenure Dossier Format Guidelines), OAA Memorandum 03-2 (Examples for Documenting and Evaluating Teaching), or with the tenure and promotion policies and procedures of the College of Arts and Sciences.
  - C) It is the responsibility of the chairperson of the Department of Anthropology to inform new faculty of the existence of this document and to ensure that he or she understands its bearing upon his or her appointment. Thereafter, it is the responsibility of the individual faculty member who wishes to be considered for reappointment, tenure, or promotion to compile and organize all data and documentation relevant to and supportive of his or her case as so informed in a timely manner by the department chairperson or the Department Committee on Reappointment, Promotion, and Tenure. The attention of candidates is directed to OAA Memorandum 99-1 (Promotion and Tenure Dossier Format Guidelines [revised August 2003; corrected December 2003]).
  - D) The Department Committee on Reappointment, Promotion, and Tenure will be composed of a minimum of three members all of whom must be full-time tenured faculty. It will be formed on an annual basis at the same time as other regular departmental governance committees, normally during the first departmental meeting of the academic year. The mission of this committee is to evaluate and make recommendations regarding cases for reappointment, promotion, and tenure for all faculty in the Department of

Anthropology. Those persons possessing the same or higher rank or the status to which a candidate aspires should have major responsibility in formulating the department's recommendations. Under no circumstances may a standing member of the committee participate in discussions or vote upon his or own case. This committee elects its own chair and will report directly to the department chairperson.

- 1) If, in its written report to the department chairperson, the committee cannot recommend a faculty member for reappointment, he or she shall be duly informed by the department chairperson of the specific reasons for his/her non-reappointment and if requested shall be provided the reasons in writing within 10 working days.
- E) In the instance of cases for tenure and promotion, the Department Committee on Reappointment, Promotion, and Tenure shall form a special committee comprised of all tenured faculty of the department with the exception of the candidate him- or herself. This special committee must be comprised of a minimum of three voting members. Where possible, it is recommended that those persons possessing the same or higher rank or the status to which a candidate aspires should have major responsibility in formulating the department's recommendations. In the event that three faculty from within the department are unavailable, the Department shall submit to the Dean the names of faculty members from other departments whom it deems suitable to serve on the department committee. From this list, the Dean shall appoint enough faculty members to bring the committee membership to between three and five. The specific procedures governing cases for tenure and promotion are outlined in sections III(A) and IV(A) of this document.
- 1) The committee chair shall inform the candidate in writing of the vote or recommendation on the nomination, with a clear and complete statement of the reasons therefore, at the time the case is ready to be sent forward to the department chair. When the vote is not unanimous, a written statement stipulating the majority opinion and the minority opinion must be included. The candidate may submit a written response to the statement to the committee chair for inclusion with the case when it is sent forward to the department chair. Committee chairs shall distribute copies of all reports submitted or received to committee members.
  - 2) The department chair shall inform the candidate in writing of the recommendation on the nomination, with a clear and complete statement of the reasons therefore, at the time the case is ready to be sent forward to the next level. The candidate may submit a written response to the statement to the department chair for inclusion with the case when it is sent forward to the next level. At the same time the

department chair sends the case forward to the next level, the department chair shall also send a copy of the recommendation and statements of reasons, and the candidate's response, if any, to the committee chair.

- 3) The deliberations of the committee shall be strictly confidential, and only the chair may communicate a committee's decision to the candidate and to the department chair. Within the confidential discussions of the committee, each member's vote on a case shall be openly declared. No abstentions or proxies are allowed.

## II. REAPPOINTMENT PROCEDURES

- 1) For the purposes of reappointment, each untenured department faculty member will receive a review of his/her academic and professional performance in accordance with applicable memoranda issued by the Office of Academic Affairs (currently, OAA 04-3).
- 2) This review will be based upon materials submitted by the faculty member to the Department Committee on Reappointment, Promotion and Tenure and on any other documented material relating to his/her academic and professional performance during the probationary period. It is the responsibility of the committee chair to inform all candidates for reappointment of the deadline for the submission of these materials in a timely manner.
- 3) These materials will be evaluated by the Department Committee on Reappointment, Promotion, and Tenure who will then forward a written recommendation to the department chairperson for his/her own review and action. A copy of the committee's written recommendation will simultaneously be forwarded to the candidate. The chairperson's recommendation, which will be sent to the candidate as well, along with the recommendation of the committee, and any supporting evidence will then be forwarded by the chairperson to the Dean of the College of Arts and Sciences for his or her own action.
- 4) The Department of Anthropology affirms the importance of mentoring for its junior faculty. Each untenured tenure-track faculty member will have at least two faculty members as mentors (one from within, one from outside the department), who can provide him or her with regular and formative feedback on various aspects of his or her performance. The department chairperson shall offer assistance in finding such mentors.

- 5) During the third year of his or her tenure-track appointment all untenured faculty members will, in consultation with the department chairperson, prepare and submit an abbreviated promotion and tenure dossier to the Department Committee on Reappointment, Promotion, and Tenure, in accordance with the Department of Anthropology Third Year Review document, for the purpose of review of his or her progress toward tenure and promotion. The candidate will be furnished with a written evaluation of the materials submitted, which he or she will then discuss with the department chairperson. In addition, should the candidate so desire he or she shall be afforded the opportunity to discuss, jointly or separately, the evaluation with the members of the Department Committee on Reappointment, Promotion, and Tenure. The reports resulting from the third year committee's review will accompany the chair's reappointment recommendation, and will be considered by all subsequent levels involved in making the reappointment recommendation during the third year.

### III. TENURE PROCEDURES

SD 88-25 states that "the most important decisions in the academic profession, for the individual and for the institution regard the granting of tenure ... it has a significant impact on the faculty member, the University community, its students, and the citizens of the state." The Department of Anthropology believes that tenure decisions have profound implications for all involved and recognizes that tenure decisions require thorough and careful deliberation based on the criteria, policies, and procedures specified in this document and those set forth in SD 88-13 (Procedures for Promotion and Tenure), SD 88-25 (Criteria for Tenure and Promotion), and SD 94-3 (Promotion and Tenure Guidelines).

- 1) Normally, a candidate may expect an interval of five years to occur between the time of the initial appointment and the time of preparing his/her application for tenure. When a candidate applies for tenure (usually at the beginning of the sixth year in rank), he/she is expected to follow the guidelines for the preparation of tenure cases set forth in OAA Memorandum 99-1 (Promotion and Tenure Dossier Format Guidelines).
- 2) Normally, a candidate for tenure in the Department of Anthropology should expect to prepare his or her case according to the following timetable:
  - ☐ January of the academic year preceding that during which the case for tenure will be submitted: In preparation for organizing and

submitting a case for tenure, the potential candidate should thoroughly familiarize him or herself with the most recent versions of the aforementioned documents and with any other relevant materials concerning the preparation and submission of a case for tenure as well as current or upcoming tenure case timetables and due dates.

February-March: The candidate meets with the department chairperson to discuss the assembly of a tenure dossier and to assist in the development a list of potential external reviewers. The primary responsibility of the chairperson is to serve as an advocate of the candidate and to ensure the timely preparation of his or her case.

March-April: After meeting with the candidate, the department chairperson will solicit external review letters, ensure the formation of a special committee of the Department Committee on Reappointment, Promotion, and Tenure as defined in section I(D) of this document, and set a due date for the submission of the completed dossier to the aforementioned committee, normally no later than the end of August.

March-July: During this time, the candidate will assemble his or her tenure dossier.

June-July: The department chairperson ensures the timely receipt of external review letters. Should he or she so desire, at this time the candidate may submit a complete, or near complete, draft of his or her dossier to the special committee of the Department Committee on Reappointment, Promotion, and Tenure for informal review.

August: Candidate submits the final, completed dossier to the special committee of the Department Committee on Reappointment, Promotion, and Tenure by the deadline set previously, normally no later than the end of the month.

September: The special committee of the Department Committee on Reappointment, Promotion, and Tenure votes and submits its recommendation to the department chairperson who then forwards the dossier along with his or her own recommendation to the next decision level as well as to the candidate by the specified due date.

3) SD 88-13 states that “Nominations for promotion and/or tenure shall be considered at several levels. The preponderance of the evaluation of a candidate shall occur at the first level.” For the Department of Anthropology the “first level” is taken to mean a special committee of the Department Committee on Reappointment, Promotion, and Tenure as defined in section I(D) of this document. In cases involving tenure, the following will apply to this committee:

- a. The aforementioned committee will take note of the timeline outlined in section III(A) of this document and coordinate its activities accordingly.

- b. The aforementioned committee will use the criteria outlined in the Department of Anthropology – Promotion and Tenure Criteria document as the primary basis for their decisions(s).
- c. The chair of the aforementioned committee will ensure that the result(s) of the vote and the reasons thereof, including reasons for a minority vote, will be made available to the candidate before being sent to the next decision level and in accordance with I(E.2) of this document.

#### IV. PROMOTION

##### A. Procedures

As with tenure, the Department of Anthropology believes that promotion decisions have profound implications for all involved and recognizes that such decisions require thorough and careful deliberation based on the criteria, policies, and procedures specified in this document and those set forth in SD 88-13 (Procedures for Promotion and Tenure), SD 88-25 (Criteria for Tenure and Promotion), and SD 94-3 (Promotion and Tenure Guidelines).

- 1) When a candidate applies for promotion, he/she is expected to follow the guidelines for the preparation of promotion cases set forth in OAA Memorandum 99-1 (Promotion and Tenure Dossier Format Guidelines).
- 2) Normally, a candidate for promotion in the Department of Anthropology should expect to prepare his or her case for promotion according to the following timetable:
  - ☐ January of the academic year preceding that during which the case for promotion will be submitted: In preparation for organizing and submitting a case for promotion, the potential candidate should thoroughly familiarize him or herself with the most recent versions of the aforementioned documents and with any other relevant materials concerning the preparation and submission of a case for promotion as well as current or upcoming promotion case timetables or due dates.
  - ☐☐ February-March: The candidate meets with the department chairperson to discuss the assembly of a promotion dossier and to assist in the development a list of potential external reviewers. The primary responsibility of the chairperson is to serve as an advocate of the candidate and to ensure the timely preparation of his or her case.
  - ☐ March-April: After meeting with the candidate, the department

chairperson solicits external review letters, ensures the formation of a special committee of the Department Committee on Reappointment, Promotion, and Tenure as defined in section I(D) of this document, and sets a due date for the submission of the completed dossier to the aforementioned committee, normally no later than the end of August.

- ☐ March-July: Candidate begins assembling his or her promotion dossier.
  - ☐ June-July: The department chairperson ensures the timely receipt of external review letters. Should he or she so desire, at this time the candidate may submit a complete, or near complete, draft of his or her dossier to the special committee of the Department Committee on Reappointment, Promotion, and Tenure for informal review.
  - ☐ August: Candidate submits final, completed dossier to the special committee of the Department Committee on Reappointment, Promotion, and Tenure by the deadline set previously, normally by the end of the month.
  - ☐ September: The special committee of the Department Committee on Reappointment, Promotion, and Tenure votes and submits its recommendation to the department chairperson who then forwards the dossier to the next decision level by the specified due date.
- 3) SD 88-13 states that “Nominations for promotion and/or tenure shall be considered at several levels. The preponderance of the evaluation of a candidate shall occur at the first level.” For the Department of Anthropology this “first level” is taken to mean a special committee of the Department Committee on Reappointment, Promotion and Tenure as defined in section I(D) of this document. In cases involving promotion, the following will apply:
- a. The aforementioned committee will take note of the timeline outlined in section IV(A) of this document and coordinate its activities accordingly.
  - b. The aforementioned committee will use the criteria outlined in the Department of Anthropology – Promotion and Tenure Criteria document as the primary basis for their decisions(s).
  - c. The chair of the aforementioned committee will ensure that the result(s) of the vote will be made available to the candidate before being sent to the next decision level and in accordance with I(D.2) of this document.

## **Department of Anthropology**

# Third Year Review Process

Last revision: November 4, 2009

In the third year of the probationary period, normally initiated during February of the third probationary year, the department will undertake a more involved reappointment review of faculty in tenure-track positions than the normal reappointment process. This review will occur at the time of the fourth reappointment, that is, for reappointment for the fifth year of the probationary period. The goal of this review will be to provide the candidate with a more detailed assessment of her or his progress towards promotion and tenure and to identify areas of concern, if any. A departmental Promotion, Tenure and Reappointment committee shall be composed in accordance with Section I. D. of the Department of Anthropology Procedures for Reappointment, Tenure and Promotion Document, will be responsible for the third-year review. The review committee will normally consist of tenured faculty in the department who are available to serve. The committee will choose its own chair and will make its recommendations to the department chair. The department chair is not a member of the committee. The faculty member under review can meet with the committee at its request to consider various aspects of the third-year review.

The faculty member under review should submit an abbreviated promotion and tenure dossier in late January of the third probationary year. The dossier should include the following:

- \* A curriculum vitae
- \* A statement regarding his or her research agenda
- \* Samples of research and paper presentations
- \* Teaching materials: student evaluations, peer evaluations, sample syllabi and tests
- \* A list of service activities
- \* Copies of evaluations by the chair and reappointment committee from previous years

The review committee will:

1. Evaluate the faculty member's research and
  - a. Indicate to the faculty member whether or not the research output is commensurate with the time spent in the tenure-track position to date
  - b. Provide an evaluation of the quality of that research
  - c. Provide specific information as to what would be necessary to demonstrate excellence in research or competency if such has not yet been demonstrated
2. Evaluate the teaching materials and

- a. Note any areas of achievement
  - b. Indicate any areas where improvement is necessary
  - c. Provide specific information as to what would be necessary to demonstrate excellence in teaching or competency if such has not yet been demonstrated
3. Evaluate the faculty member's level of service
  4. Formally vote on the reappointment
  5. Give the vote tally and a report to the chair
  6. A minority report or reports can be prepared by any committee member or members who disagree with the majority decision

The department chair will prepare a separate reappointment recommendation and provide copies of all reports and recommendations to the faculty member under review. The report(s) resulting from the third year committee's review will accompany the chair's reappointment recommendation, and will be considered by all subsequent levels involved in making the reappointment recommendation during the third year.