

TO: Elaine Blakemore, A&S Presiding Officer, Spring 2009
Bruce Kingsbury, A&S Presiding Officer, Fall 2009

COASD 09-01

FROM: A&S Faculty Affairs Committee
Lee M. Roberts, Chair

DATE: May 11, 2009

RE: Proposal to replace the existing P&T document for the International Language and Culture Studies Department with the attached revised document.

Whereas the A&S Faculty Affairs committee approved the attached pages;

Be it resolved that the procedures in the Promotion and Tenure Document of the International Language and Culture Studies Department, as specified in the Faculty of Arts and Sciences Governance Document, be amended as indicated in the attached document.

ILCS Third-Year Review

The ILCS Reappointment, Promotion, & Tenure Committee will initiate a third-year review of all non-tenured faculty in the fall term of the third year of faculty appointment at IPFW. The third-year 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 and the administration with faculty input regarding the performance of the candidate.

The ILCS RP&T Committee via the department chair will notify all untenured faculty by September 15 of the third year of their appointment that a third-year review document should be prepared and submitted to the ILCS RP&T committee by December 15 of the same year. This document will include copies of the reappointment letters and annual reviews from the first two years of the probationary period. It will also include a report that summarizes teaching, research, and service of the five semesters of the appointment. The faculty member will also write a short statement (one to two pages) summarizing the more significant aspects of his or her work in the past two years.

The ILCS RP&T Committee will make a recommendation for reappointment to the department chair who will in turn make his or her own recommendation. The letters from the ILCS RP&T Committee and the department chair will include a summation of the faculty member's progress toward tenure along with the usual yearly summation. They will also contain a recommendation as to reappointment of the candidate. These letters will accompany reappointment documentation from the department chair to the administration for consideration at all levels of reappointment.

Any comments or suggestions by the committee or the chair will be made formally to the faculty member or included in the letters from the committee or the chair.