PREAMBLE

FWSD 88-13 (Amended 12/12/1988 and Amended and Approved 1/16-1/23/1989) charges each college/division faculty (1) to approve departmental/program promotion and tenure committee composition and functions (Section 1.1) and (2) to establish, with approval by the Senate, college/division promotion and tenure committee composition and function (Section 1.3). This document is submitted to the Senate pursuant to FWSD 88-13, its provisions are subordinate to it, and revisions to it require Senate review. FWSD 14-36 (amended and approved, 4/27/2015) supersedes FWSD 88-13, and requires the College to establish procedures for approving Department P&T procedures.

A. CAMPUS COMMITTEE

1. The Assembly of Representatives shall conduct a faculty election by ranked ballot each Spring semester for up to three nominees to serve on the Campus Committee. The slate of candidates will be from the tenured faculty of the college. Faculty who applied for Promotion and Tenure and received positive recommendation from the chancellor are also eligible. The names of the nominees will be forwarded to the chief executive officer of IPFW by the chair of the Assembly of Representatives. When necessary a tie shall be resolved by a simple ballot.
B. **COLLEGE COMMITTEE**

1. The committee shall consist of one tenured faculty member from each department in the College, having the rank of Associate Professor or Professor. Faculty who applied for Promotion and Tenure and received positive recommendation from the chancellor are also eligible. No individual shall serve on both the College and the Campus P&T committees. Department Chairs and Associate or Assistant Deans shall not be eligible to serve on the College committee. Members must have prior experience serving at a lower level in the process before serving on the college committee.

2. Each department with a vacant position on the College P&T Committee shall send the names of two qualified faculty, if available, to the Assembly by April 15. The Assembly of Representatives shall conduct a faculty election by voting for one of the two from each required department to select the needed committee members who shall serve for their rotating three year term. The Assembly of representative shall complete their election by April 30. When necessary a tie shall be resolved by a coin toss. Members may not serve consecutive terms.

3. The Dean of the college shall not serve on the committee, and shall not participate in the meetings.

4. The committee shall meet to evaluate and make recommendations on all cases for promotion and/or tenure. A positive vote in the committee shall consist of a simple majority. A tie vote of the committee shall be considered neither an endorsement nor a rejection of the nominee's application for promotion and/or tenure.

5. When the case is for both promotion and tenure, the case for promotion shall be considered first. A positive recommendation for promotion is also a positive recommendation for tenure. In the event of a negative recommendation for promotion, the case for tenure shall be considered separately.

6. The committee shall elect a chair from among the elected members. The duties of the chair shall be to run the meetings of the committee, keep the record of discussions for use in writing the committee statement and hold the open votes on each case. The committee's statement shall be a written statement of the decision and the candidate's strengths and/or weaknesses. The committee shall agree to the final written committee Statement. Any individual member of the committee shall be allowed to write an unsigned attachment (statement or minority report) should they not be able to agree with the majority final
written committee statement. The chair shall communicate the final written committee statement, along with any committee member attachment(s) to the Dean of the College. The final written committee statement for each case shall be delivered to the Dean within three working days of the end of all case deliberations. The recorded vote (totals only) shall be a part of the written committee statement for each case.

7. Only the Dean shall communicate the committee's decision. The committee's written statement (and any minority report(s)) shall be provided to the candidate, the next higher level, the chair of the departmental committee, the chair of the department, the departmental committee members, and the college committee members, within seven working days after the committee completes its reports on all cases.

8. The deliberations of that committee shall be strictly confidential. Within the confidential discussions of the committee, each member's vote on a case shall be openly declared.

C. DEPARTMENT COMMITTEE

1. Each department shall inform all full time tenured or tenure-track members of the department of all cases for promotion and/or tenure, from that department, and provide opportunity for discussion. The department committee shall then be formed. The department committee shall then be elected according to departmental procedures. The majority of the members of the Department committee shall have the same or higher rank to which the candidate aspires. If fewer than 3 Department faculty are eligible to serve, the Department Chair shall submit to the Dean the names of acceptable faculty from other departments. The Dean shall appoint sufficient faculty from this list to constitute a Departmental committee of 3 to 5 members.

2. The department committee shall meet to evaluate and recommend action on the case. A simple majority vote in favor of promotion or tenure shall be interpreted as constituting a positive recommendation. The department chair shall not serve on the department committee, nor participate in meetings.

3. When the case of for both promotion and tenure, the case for promotion shall be considered first. A positive recommendation for promotion is also a positive recommendation for tenure. In the event of a negative recommendation for promotion, the case for tenure shall be considered separately.
4. All voting members of the department committee shall be tenured faculty. Faculty who applied for Promotion and Tenure and received positive recommendation from the chancellor are also eligible. Departments may choose to further restrict committee membership.

5. The committee chair shall communicate the committee's decision. The chair communication shall be a written statement of the decision and the candidate's strengths and weaknesses. This statement shall be provided to the candidate, the next higher level, and all members of the department committee, within seven working days after the committee completes its deliberation on all cases.

6. The deliberations of the committee shall be strictly confidential. Within the confidential discussions of the committee, each member's vote on a case shall be openly declared.

D. APPROVAL OF DEPARTMENT P&T PROCEDURES & CRITERIA

1. Upon creating or revising P&T procedures & criteria, the Department shall submit the document to Senate Faculty Affairs Committee for feedback.

2. The Senate Faculty Affairs Committee shall forward feedback to the Department and to the College.

3. The Department shall submit the document to the College P&T Committee for review and approval. The review shall meet all requirements and guiding principles listed in FWSD 14-35 and FWSD 14-36. A simple majority constitutes approval.

4. The College P&T Committee shall forward its recommendation to the Faculty Assembly for a final vote of approval.