

**REAPPOINTMENT, PROMOTION, AND TENURE:
CRITERIA AND PROCEDURE**

I. General

- A. Nothing in this departmental policy statement is designed in any way to conflict with either the Indiana University *Academic Handbook* or the appropriate sections of the Arts and Sciences Governance Document.
- B. Although the department endorses notification of non-reappointment to non-tenured faculty members within stated deadlines, it is hoped that the department chairperson will make every effort to indicate as soon as possible to **any** faculty member who is being considered for reappointment, promotion, or tenure anything that might be regarded as an inadequacy in that faculty member in order that he/she might attempt to correct the inadequacy **before** a decision has been made relative to reappointment, promotion, or tenure.

II. Promotion

A. Bases

The bases for promotion should be (1) effective teaching, (2) quality research, and (3) service to the department, the institution, and the community.

- 1. Effective teaching. No person should be retained who is not effective in the classroom in communicating knowledge of his/her subject. The history teacher should also stimulate and appreciate student contributions to discussion. Among the methods of evaluating teaching that might be considered are the following:
 - a. Student evaluations assessed by the chairperson who should be conversant with the goals of the instructor and of the course.
 - b. Evaluation by graduating seniors from the department.
 - c. Follow-up evaluation of program and instruction by department graduates.
 - d. Peer evaluation.
- 2. Research. The department believes that research must be stressed as one of the bases for promotion because of the following reasons:
 - a. A positive correlation exists between effective teaching and research.
 - b. Individual professional growth is furthered by research.

- c. Since opportunities exist on this campus for obtaining research aid, faculty members may be expected to make use of these opportunities.
- d. The best qualified faculty will be attracted to departments whose members are intellectually involved in research projects and who are contributing to knowledge.
- e. The historical role of university faculty has been not only to impart knowledge in the classroom but to a broader public through research scholarship.

The department suggests that the following criteria be applied as the research basis for promotion:

- a. From Assistant Professor to Associate Professor. The faculty member must have a book-length manuscript which has been submitted for publication, or an equivalent thereof in the form of substantial articles and papers submitted to **recognized** scholarly groups. In the event a publication decision has not yet been reached by a publisher, an evaluation of the manuscript by scholars in the field will be requested.
- b. From Associate Professor to Professor. The faculty member must have a second book-length manuscript which has been submitted for publication, or the equivalent thereof in the form of substantial articles and papers submitted to **recognized** scholarly groups. In the event a publication decision has not yet been reached by a publisher, an evaluation of the manuscript by scholars in the field will be requested.

If a co-authored publication is included in a promotion case, each co-author ordinarily receives an equal share of the credit for the publication. A candidate for promotion who claims more credit must so state, and must furnish evidence to support the claim.

- 3. Service. Although service is considered a responsibility of any faculty member and is considered one of the bases for promotion, it should be given less consideration in the total view of the individual than effective teaching or research.

III. Reappointment

- A. Each non-tenured faculty member should receive an annual departmental review of his/her professional performance. The non-tenured faculty member should be informed of all matters relevant to his/her eligibility for reappointment at the time of (1) his/her original appointment and (2) his/her annual review.
- B. Each non-tenured faculty should submit materials relevant to his/her performance during the preceding academic year to the chairperson. The chairperson, in consultation with the tenured faculty, serving as a review committee, will conduct a review. The non-tenured faculty shall have the opportunity to meet with the tenure committee to discuss their professional performance since the last review and to assess their development in meeting the tenure criteria. On the basis of this review, the chairperson shall inform each person in writing according to deadlines established by Arts and Sciences of the evaluation made by the committee. The official recommendations for the reappointment of non-tenured faculty, normally

occurring in the spring semester, shall be made by the tenure review committee and submitted through the department chairperson to the university administration. Each faculty person shall receive a copy of the reappointment evaluation.

IV. Tenure

A faculty member who wishes to be considered for a tenure decision, normally occurring early in the sixth year of service which is counted toward tenure with the university, will submit all relevant materials to the chairperson by September 1. These materials, with outside evaluations when necessary, will be submitted to all tenured members of the department serving as a review committee. This committee will conduct a review and make recommendations to the full department by September 10. The full department faculty will consider the committee report and submit through the department chairperson to the Dean of Arts and Sciences its decision by September 15.

- A. The department strongly endorses the AAUP "Statement" on Procedural standards in the Renewal or Non-renewal of Faculty Appointments which appears in the spring issue of the *AAUP Bulletin* (March, 1970, p. 25).
- B. The department also strongly endorses the principle of faculty tenure which appears in the Indiana University *Academic Handbook* (1985), p. 26-31.
- C. Bases

The bases for tenure should be (1) effective teaching, (2) quality research, and (3) service to the department, the institution, and the community.

- 1. Effective teaching. The minimum requirement for effective teaching should be a thorough knowledge of subject fields being taught, with continued updating of those subjects. It should be the ability to communicate ideas and information to students effectively. It should also include receptivity to student academic problems and academic classroom contributions as well as fairness to students at all times. Finally, it should include a receptivity to upgrading of teaching methods and techniques. Among the methods of evaluating teaching that might be considered are the following:
 - a. Student evaluations assessed by the chairperson who should be conversant with the goals of the instructor and of the course.
 - b. Evaluation by graduating seniors from the department.
 - c. Follow-up evaluation of program and instruction by department graduates.
 - d. Peer evaluation.
- 2. Research. The department believes that research must be stressed as one of the bases for tenure because of the following reasons:
 - a. A positive correlation exists between effective teaching and research.
 - b. Individual professional growth is furthered by research.

- c. Since opportunities exist on this campus for obtaining research aid, faculty members may be expected to make use of these opportunities.
- d. The best qualified faculty will be attracted to departments whose members are intellectually involved in research projects and who are contributing to knowledge.
- e. The historical role of university faculty has been not only to impart knowledge in the classroom but to a broader public through research scholarship.

The requirement for research should be that a faculty member must have a book-length manuscript which has been submitted for publication, or an equivalent thereof in the form of substantial articles and papers submitted to **recognized** scholarly groups. In the event a publication decision has not yet been reached by a publisher, an evaluation of the manuscript by scholars in the field will be requested.

If a co-authored publication is included in a tenure case, each co-author ordinarily receives an equal share of the credit for the publication. A candidate for tenure who claims more credit must so state, and must furnish evidence to support the claim.

- 3. Service. Although service is considered a responsibility of any faculty member and is considered one of the bases for tenure, it should be given less consideration in the total view of the individual than effective teaching or research. A minimum requirement for service should be that a faculty member, when requested, has to serve to a normal capacity on committee tasks at the departmental, division or campus level, unless unusual or extraordinary circumstances prevail.

V. Procedure

Faculty members wishing to be considered for promotion and/or tenure should submit all relevant materials to the chairperson by September 1. These materials, with outside evaluations when necessary, will be submitted to a committee composed of all tenured members of the department except the chairperson and the nominees. There must be at least three tenured faculty voting on the promotion. In the event that three tenured faculty are not available, the chair and the available tenured faculty members will ask a tenured person or persons outside the department to serve. Tenure-track members of the department are invited to attend the committee's meetings as consulting but non-voting committee members. The chair of the committee will be selected by a majority vote conducted by the convener appointed by the departmental chairperson. When possible, major responsibility in formulating the department's recommendation will be given to those departmental faculty with the same or higher rank or the status to which the candidate(s) aspires. The committee will conduct a review by September 10 and make recommendations to the chairperson. The chairperson will forward the recommendations to the Dean of Arts and Sciences for consideration by the school committee by September 15.

When the department chairperson is a candidate the committee's recommendation will be sent directly to the school committee.

The History Department's nominee for the school promotion and tenure committee will be elected from among the tenured faculty by majority vote of the tenured and tenure-track faculty.