

September 23, 2011

To: Tenured, Tenure-Track, and Clinical/Professional Faculty

Re: West Lafayette Campus Promotion and Tenure Policy

The following statements have been prepared for the purpose of informing the members of the tenured, tenure-track, and clinical/professional faculty of Purdue University of the policies and procedures that are followed in recommending them for promotion to higher academic rank.

SECTION I GENERAL CRITERIA FOR PROMOTION

The tasks of University faculty members are to acquire, discover, appraise and disseminate knowledge. They should communicate this knowledge and the manner of its acquisition or discovery to their immediate community of students and scholars, to their profession, and to society at large. Service to the institution, the community, the state, the nation and the world constitutes an important mission of University faculty members. As an institution of higher education with a commitment to excellence and a diversity of missions, Purdue University values creative endeavor, research, and scholarship; teaching and learning in its many forms; and engagement in its many forms, including extension and outreach for example. To be considered for promotion, a faculty member should have demonstrated excellence and scholarly productivity in at least one of these areas: discovery, learning and engagement. Ordinarily, strength should be manifest in more than one of these areas.

RECOGNITION OF VARIETY IN ACHIEVEMENT

The diversity of the academic enterprise in a land-grant institution such as Purdue University is to be taken into account when promotions are considered. For example, artists' portfolios and performances that may simultaneously represent unique discoveries and their communication are equivalent to the more traditional publications and research products. The same is true of innovation in clinical instruction, diagnostic activities, engagement, extension and outreach roles, and the like. Administrative functions, committee service, special program management, contributions to staff development, leadership in community affairs, participation in scholarly and professional societies, membership on review panels, consultation to government agencies, and the like are additional examples of professorial roles worthy of appropriate recognition. Faculty also may contribute in ways such as assisting in the production of scholarly publications, devising curricula, developing courseware, counseling students, organizing laboratories and libraries, officiating in professional societies, and so on. Many other equivalents exist and have to be recognized by members of the successive committees on promotions.

Length of service in rank is one of the criteria for promotion, but by itself should not insure promotion or cause denial of promotion.

THE FACULTY REVIEW SYSTEM

The promotion requirements are intended to guide all academic units of the University. Throughout the entire promotion process, primary, area and university promotion committee members respond to each tenure or promotion nomination as individuals, interpreting achievements described in the nominating documents in the light of standards appropriate for the nominee's discipline and the University's criteria for promotion. In the course of these evaluations, the give-and-take of full and confidential discussion is a critical element to informing each committee member of the candidate's accomplishments. To this end, and with the unanimous support of the University Senate Faculty Affairs Committee, only those promotion committee members present for the entire discussion of a candidate's record shall be extended the privilege of voting (Faculty Affairs Committee Meeting Minutes, March 2, 1998). Additional information about Purdue's promotion process is included in Section III of this document.

To optimize faculty growth and productivity, it is important that department and/or school heads who chair primary committees and have an active role on area committees attempt to convey, annually and as accurately as possible, to each colleague who is not a full professor, what levels of performance and achievement are viewed favorably by those two committees. Deans of colleges/schools who chair area committees and have an active role on the University Promotions Committee have corresponding obligations to the members of their area committees.

SECTION II PROMOTION TO DIFFERENT RANKS

Tenure-track Faculty

Promotion to Assistant Professor

A tenure-track instructor may be promoted to assistant professor upon attaining the level of professional accomplishment which would have justified appointment to an assistant professorship.

Promotion to Associate Professor

Academic tenure is acquired on promotion to this rank. A successful candidate should have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.

Promotion to Professor

Successful candidates should be recognized as authorities in their fields of specialization by external colleagues -- national and/or international as may be appropriate in their academic disciplines -- and be valued for their intramural contributions as faculty members.

Clinical/Professional Faculty

Promotion to Clinical/Professional Assistant Professor

Required degrees, qualifications, specialty certifications, and experience shall be determined by the appointing department. Successful candidates for promotion must exhibit expertise in clinical/professional practice and be qualified to participate in the education program of the department. They also must have a primary commitment to assist the college/school in meeting its programmatic need for clinical/professional services and instruction.

Promotion to Clinical/Professional Associate Professor

Required degrees, qualifications (e.g., certification), or experience shall be determined by the appointing department. Successful candidates for promotion must demonstrate evidence of excellence in teaching and clinical/professional practice and have a primary commitment to assist the college/school in meeting its programmatic needs for clinical/professional services and instruction. They also are expected to have accomplishments or potential for national prominence in their fields.

Promotion to Clinical/Professional Professor

Successful candidates must demonstrate an extremely high level of professional accomplishment in teaching, service, and clinical/professional practice and must be recognized by their peers at the national level.

SECTION III GENERAL PROCEDURE

Before or during the first semester of each academic year, the head of each school, division, or department shall convene the primary committee, which is to consist of all tenured full professors and all tenured associate professors in the respective administrative unit. Tenured associate professors discuss and vote upon promotion up to and including the associate professor level. The department head shall act as chair of the primary committee.

At least five tenured full professors are necessary for voting on cases of promotion to full and associate professors. When this minimum number is not available in the candidate's department, additional tenured full professors shall be appointed by the chair of the area committee (usually the dean) to which the primary committee reports, following consultation with the appropriate department head. Clinical/professional faculty at the professor level will vote on all clinical/professional faculty being considered for promotion. Clinical/professional associate professors discuss and vote upon promotion up to and including the clinical/professional associate professor level.

Faculty members who are in their penultimate probationary year shall be automatically nominated for promotion and voted on by the primary committee unless they specifically request otherwise in writing at any step in the process. Faculty who have been in rank less than six years also may be nominated for promotion by any member of the primary committee. Those whose nominations are seconded shall be voted on by the committee. Faculty with tenure who are not nominated by a member of the primary committee but, nevertheless, consider themselves ready for promotion may nominate themselves and have their cases for promotion considered by the primary committee, if they have not been considered for promotion during the last three years. Review of candidates in the final year of their probationary period requires prior approval by the Provost.

A Nomination for Promotion form – President's Office Form 36 (hereafter referred to as Form 36) -- must be submitted for **ALL** faculty members in their penultimate year, regardless of the vote at the Primary and/or Area Committee levels. A Form 36 also should be submitted for penultimate year faculty members who choose not to be reviewed. A Form 36 also should be submitted for all faculty members who are nominated for tenure and receive a majority affirmative Primary Committee vote regardless of their year in rank. A Form 36 also should be submitted for all faculty who are nominated for promotion to full professor and receive a majority affirmative Area Committee vote.

Supporting documents are not required with Form 36 if the penultimate year faculty member chooses not to be considered for promotion. Supporting documents also are not required for faculty members who fail to receive a positive majority vote for promotion to Full Professor, but Form 36 should be submitted in both of these cases.

The department head shall not cast a vote in the primary committee; rather, his/her recommendation will appear separate from the primary committee's recommendation on the promotion document. This constraint will not apply if the number (including the chair) of tenured full professors on the primary committee is less than seven. Tenured associate professors are included in this count for review of candidates for promotion up to associate professor. The Provost, the Dean of the Graduate School, and the other members of the University Promotions Committee (see below) who are deans of academic colleges/schools will not vote in any primary committee.

The Form 36 shall contain at least the following items: name and PUID of the nominee, proposed rank and title, present rank and title, previous Purdue University rank and title, penultimate year (if applicable) and academic record. For faculty who remain in consideration for promotion beyond the

Primary Committee level, additional documentation should contain: basis of nomination, prior experience, teaching assignments and evaluations of performance, research responsibilities and achievements, extension and engagement assignments and evaluation of performance, scholarly work in progress, publications, administrative and committee responsibilities, other pertinent activities (membership and positions held in professional societies, consultation, committee and public service, etc.), prospects for future development, comments and recommendations by the department head, reference letters, and the vote of the primary committee and area committee where applicable.

Please note that a faculty member may have received an extension of the tenure clock by virtue of University policy. Under these circumstances, the criteria for promotion and tenure are the same. When applicable, this language shall be included in a request for an external review letter.

Additionally it should be noted to external reviewers, under Purdue University policies, that their reply will be held in confidence to the extent permitted by law. The following statement should be included in all external review letter requests:

Candidates may request a summary of all evaluations in their file, however sources remain confidential. We cannot guarantee that at some future time a court or government agency will not require the disclosure of the source of confidential evaluations. Purdue University will endeavor to protect the identity of authors of letters of evaluations to the fullest extent allowable under law.

A candidate should be given the opportunity to help create and review his/her promotion documentation and may receive a copy of any document (with confidential statements omitted) that will be submitted to the primary, area, and/or University committee(s). It is the right of the candidate to have included in his/her departmental file whatever the candidate chooses to add, including the candidate's own brief (one page) comments about teaching, research/creative activities, service or engagement. Candidates may choose to attach their comments to the promotion document.

To permit candidates and potential candidates to exercise their rights in a convenient fashion, it is expected that each chair of a primary committee should, during the first month of each fall semester, publish a timetable setting forth the dates of the primary committee meetings and suitable deadlines for faculty members to update their files and to receive and react to the appropriate parts of a nomination for promotion.

The area committee shall consist of the dean, serving as chair, department and/or school heads, plus tenured full professors elected by the voting faculty of the college/school according to procedures established by that faculty. If specified by college/school by-laws, area committees may include associate deans. At least one-third of the membership of each area committee shall consist of tenured faculty members without administrative responsibilities. In no case will the number of faculty members without administrative responsibilities be fewer than two. Clinical/professional faculty at the rank of full professor selected in accordance with college/school procedures will be voting members for all clinical/professional faculty being considered for promotion.

Each nomination shall be considered and discussed individually by the area committee, after which time a secret ballot will be held. The result of the ballot shall be recorded on the nomination form.

The dean shall not cast a vote in the area committee. Rather, the dean's recommendation will appear separately from the area committee's recommendation on the promotion document.

A separate, secret ballot shall be cast for each candidate in the primary and area committees. In addition to providing for a "yes" or "no" vote, the ballot should provide an opportunity to show reasons for the vote cast, with space allocated for comments, explanations, etc. The primary purpose of the ballot, other than to obtain a numerical vote count, is to contribute to a summary for "feed-forward" and "feed-back" use. The reasons for a negative vote are especially important.

The Dean of the College/School determines the attendance policy for the primary and area committee meetings. All eligible members participating in promotion committee deliberation are required to vote on all candidates unless a conflict of interest with a particular candidate has been identified. Submission of a blank ballot, recusals, or failure to cast a ballot are not regarded as votes.

Candidates who receive at least a simple majority vote of the area committee and support of their dean will be considered by the University Promotions Committee. In addition, the University Promotions Committee will consider candidates who receive either a simple majority vote of the area committee or the support of their respective college/school dean. Panel A will consider promotions within tenured and tenure-track ranks and Panel X will consider promotions within clinical/professional ranks. These panels, following a secret ballot on each nomination, shall record the result of their ballot on Form 36 that also shows the results of the balloting by the primary and area committees. These forms are then to be transmitted to the President of the University who, in turn, makes his/her recommendations to the Board of Trustees for final action.

Candidates receiving a two-thirds affirmative vote by the University Promotions committee will be recommended by the Provost for promotion. In those cases where a recommendation supported by at least two-thirds of an area committee has been rejected by the University Promotions Committee, the dean may request written explanations for the vote.

Panel A of the University Promotions Committee for the West Lafayette campus shall consist of the Provost (chair); the Dean of the Graduate School; the Dean of Libraries; the academic deans; seven tenured faculty members nominated by the University Senate Nominating Committee and appointed by the President for three-year terms. Members of the University Promotions Committee must attend in person in order to cast a ballot. The Vice Provost for Faculty Affairs is invited to attend Panel A sessions as a non-voting advisor to the Provost.

Panel X shall consist of the Provost as chair, three academic deans from schools/colleges employing clinical/professional faculty, and six faculty members. The Provost shall nominate three of these faculty from Panel A of the University Promotions Committee. The remaining three faculty, either tenure-track or clinical/professional professors, shall be nominated by the University Senate Nominating Committee and appointed by the President for three-year terms.

It is in the best interest of the University and faculty that full and frank discussion occur during the deliberations of promotion committees. The confidentiality of remarks made at such meetings should, therefore, be carefully preserved. Recommendations against promotion may be discussed with the faculty member affected, in a discreet manner and without undue delay, by the appropriate department head or dean. Faculty will be advised of their promotion progress by their department head after the Primary Committee and by their dean or his /her designee after the Area Committee and University Promotions Committee meetings. Official notice will be sent to promoted faculty members after the President and the Board of Trustees approve the promotions.

For tenure track faculty, where tenure is requested and approved outside of the normal promotion process, the tenure will be effective with the beginning of the semester following approval. Therefore, tenure approvals in the Fall semester will be effective in the following Spring semester. Spring semester approvals will be effective with the start of the next academic year for academic year faculty and the start of the next fiscal year for fiscal year faculty. Approvals in the summer will be effective at the beginning of the next academic year for both academic year and fiscal year faculty. In accordance with current practice, tenure without promotion requires an endorsement by both the Primary and Area Promotion Committees, a recommendation by the Dean, and approval by the Provost.

Note that new faculty appointments that include the awarding of tenure with the offers are not covered by the above process. In these cases, tenure is effective with the start date of the contract. For immediate tenure, current practice requires a request be submitted to the Provost for approval

that includes an endorsement by the Primary (or Area) Promotion Committee and a recommendation by the Dean.

Questions regarding interpretation of these procedures shall be referred to the Provost or Vice Provost for Faculty Affairs for final determination.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Sands', written in a cursive style.

Tim Sands
Executive Vice President for
Academic Affairs and Provost

POLICY-11-12