

To: Clinical/Professional and Research Faculty

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Subject: West Lafayette Campus Promotion Policy – Clinical/Professional and Research Faculty
(2017-18 AY Policy)

The following statements have been prepared for the purpose of informing the members of the Clinical/Professional and Research 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.

RECOGNITION OF VARIETY IN ACHIEVEMENT

The diversity of academic enterprise in a land-grant institution such as Purdue University is to be taken into account when promotions are considered. The Criteria for Tenure and Promotion for the West Lafayette Campus contains updated criteria and examples that should be used as a guide for completion of promotion packages. The Form 36 and its instruction also contain guidelines and examples for documenting activities including mentoring. In addition, each college has developed recommendations for inclusion of mentoring, and these guidelines should be made available to the faculty in each college. Many examples of excellence in scholarly activities exist and must be recognized by members of the successive committees on promotions.

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 Campus Promotion Committee members respond to each 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 and the relevant links listed at the end of this memo.

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 Campus Promotions Committee have corresponding obligations to the members of their Area Committees.

SECTION II PROMOTION TO DIFFERENT RANKS

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.

Research Faculty

Promotion to Research Assistant Professor

Required degrees and experience shall be determined by the appointing department. Successful candidates for promotion to Research Assistant Professor must exhibit expertise in research and be qualified to participate in the research program of the department.

Promotion to Research Associate Professor

A successful candidate should have a significant record of accomplishment as a research faculty member and show promise of continued professional growth and recognition.

Promotion to Research 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.

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.

Clinical/Professional and Research Faculty members may be nominated for promotion by any member of the Primary Committee. Those faculty members whose nominations are seconded shall be voted on by the committee. Research Faculty must be evaluated for retention, promotion or dismissal every five years.

A Nomination for Promotion – President’s Office Form 36 (Form 36) must be submitted for all Clinical/Professional Faculty who are nominated for promotion to clinical/professional assistant professor, associate professor or to professor and receive a majority affirmative Area Committee vote. Form 36 must be submitted for all Research Faculty who are nominated for promotion to Research Associate Professor or to Professor and receive a majority affirmative Area Committee vote.

Supporting documents are not required for faculty members who fail to receive a positive majority vote for promotion, but Form 36 should be submitted in these cases.

See instructions for completion of Form 36 and accompanying documentation for more detail.

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 Campus 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 discovery/creative activities, teaching/learning, and service or engagement as appropriate. The candidate should also include documentation of mentoring within the discovery/creative activities, teaching/learning, and service or engagement sections as appropriate.

External letters are desirable for promotions of Clinical/Professional and Research Faculty. However, a combination of external and internal letters is acceptable and may be more appropriate, depending on the duties of the position. A minimum of 3 letters is expected. External letters should be sought from peer or aspirational peer universities. Examples of the peer and aspirational peers include members of the Association of American Universities (AAU) and leading international institutions. Letters may also be sought from faculty members at top academic programs from other institutions, and from preeminent experts at other institutions, although justification in the form of expertise credentials is expected in the latter case. Documentation should be included stating whether a letter writer was suggested by the candidate or by the department/school. Finally, when requesting a letter, it should be made clear that the letter writer should focus on the domain of expertise(s) of the candidate be that/they the scholarship of Discovery, Learning and/or Engagement.

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.

Primary Committees are chaired by the school, division or department head/chair, who serves as a non-voting member unless the number of members on the committee is less than seven. Membership is comprised of all Tenured Professors in the respective administrative unit (see note below). The committee must consist of at least five Tenured Faculty members for cases of promotion to associate professor, and five Tenured Professors for voting on cases of promotion to professor. When this minimum number is not available in the candidate's department additional Tenured Professors are appointed by the chair of the Area Committee to which the Primary Committee reports, following consultation with the appropriate department head. The Provost, dean of the Graduate School, dean of Libraries and the academic deans may not be voting members of any Primary Committee. At least one Clinical/Professional Faculty member at the professor level will sit with the Primary and Area Committees when Clinical/Professional Faculty are considered for promotion to professor. At least one Clinical/Professional Faculty at the professor or associate professor level will sit with the Primary Committee in review of promotion of Clinical/Professional Faculty instructors and assistant professors. When this minimum number of Clinical/Professional Faculty is not available in the candidate's department, additional Clinical/Professional Faculty full and/or associate professors shall be appointed by the chair of the Area Committee to which the Primary Committee reports, following consultation with the appropriate department head. Similarly, at least one Research Faculty at the professor level will discuss and vote on all research faculty being considered for promotion to the Research Professor level at the Primary and Area Committees unless no Research Faculty at the professor level are employed on the Purdue University campus considering the case for promotion. At least one Research Professor or associate professor will discuss and vote upon promotion up to and including the research associate professor level at the Primary Committee unless no Research Faculty at the professor or associate professor level are employed on the Purdue University campus considering the case for promotion.

Note: Department heads/chairs with faculty members who have joint appointments should establish an augmented Primary Committee according to the college-wide guidelines for evaluating joint-appointed faculty.

Each college's Area Committee is chaired by its dean, who serves as a non-voting member. Membership is comprised of 1) each school and/or department head, and 2) Tenured Faculty members at the rank of professor elected by the voting faculty of the applicable college/school in accordance with procedures established by that faculty. If specified by college/school by-laws, Area Committees may include associate deans as ex-officio members. At least a third of the membership of each Area Committee consists of Tenured Faculty members without administrative responsibilities. In no case may the number of faculty members without administrative responsibilities be fewer than two. The membership of the Area Committee of the Libraries will have a different composition due to its unique academic role. 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. Research Faculty at the rank of full professor selected in accordance with college/school procedures will be voting members for all research faculty being considered for promotion unless no Research Faculty at the professor level are employed on the Purdue University campus considering the case for promotion.

Panel B 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 Campus 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. For more information on the updated policy and procedures for promoting Clinical Faculty, see the policy on [Clinical/Professional Faculty Appointment](#)

[and Promotion \(VI.F.10\)](#) and the associated [Procedures for Appointing and Promoting Clinical/Professional Faculty](#).

Panel C shall consist of the Provost as chair, the Executive Vice President for Research and Partnerships (ex officio), two academic deans or associate deans from colleges/schools that employ Research Faculty, three faculty members appointed by the Provost from the Campus Promotions Committee, and three research professors appointed by the Provost. For more information on the updated policy and procedures for promoting Research Faculty, see the policy and procedures on [Research Faculty Appointment and Promotion \(VI.F.8\)](#).

It is in the best interest of the University and faculty that full and frank discussions 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 Campus Promotions Committee meetings. Official notice will be sent to promoted faculty members after the President and the Board of Trustees approve the promotions.

Substantive changes should not be made to the tenure and/or promotion documents once they have been submitted to the Primary Committee for review. New substantive information that is available before the Area Committee meeting, such as newly published works, new funding, and new recognition should be discussed by the head at the Area Committee, or by the dean if new information becomes available prior to University Panel B or C as appropriate.

Relevant Policies, Procedures and Criteria

Clinical Faculty Procedures <http://www.purdue.edu/provost/faculty/policy/clinical-faculty.html>

Clinical Faculty Policy <http://www.purdue.edu/policies/human-resources/vif10.html>

Research Faculty policy and Procedures <http://www.purdue.edu/policies/human-resources/vif8.html>

Criteria for Promotion and Tenure <http://www.purdue.edu/provost/faculty/promotionandtenure.html>