**PURDUE UNIVERSITY NORTHWEST**

**ACADEMIC TENURE AND PROMOTION POLICIES AND PROCEDURES**

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**PART ONE: System-Wide Policy on Tenure and Promotion**

The Purdue University system-wide tenure and promotion policy may be found at**:**

<http://www.purdue.edu/policies/academic-research-affairs/ib2.html>

**PART TWO: Purdue University Northwest Promotion and Tenure Guidelines**

# I. PROCEDURES FOR GRANTING ACADEMIC PROMOTION AND TENURE AT PURDUE UNIVERSITY NORTHWEST

1. **Purpose of This Part:** This document provides information about promotion and tenure specific to Purdue University Northwest. It supplements the system-wide Academic Tenure and Promotion Policy [(I.B.2)1](#_bookmark0) and Procedures.2 Other relevant system-wide policies include the Clinical Faculty [Policy3](#_bookmark0) and Research Faculty Policy and [Procedure.4](#_bookmark0) Purdue University Northwest’s Colleges shall supplement this document with additional procedures and information specific to the disciplines they represent.

1 See <http://www.purdue.edu/policies/academic-research-affairs/ib2.html>.

2 See <http://www.purdue.edu/provost/faculty/documents/ProceduresforGrantingPandT_revs-04-19>- 2017.docx.

3 See ([http://www.purdue.edu/policies/human-resources/vif10.htm](http://www.purdue.edu/policies/human-resources/vif10.html)l.

4 See (<http://www.purdue.edu/policies/human-resources/vif8.html>).

1. **Introduction**: Faculty excellence is essential to the mission of Purdue University Northwest. Generally, the University relies on its faculty members to develop, create, and disseminate knowledge in their fields of expertise. Consequently, the professional duties of faculty members go well beyond instruction, encompassing both discovery and engagement. In certain circumstances, the University may hire faculty members with no explicit expectation for discovery; in such cases, faculty members will hold the rank of Clinical/Professional Instructor. Promotion and tenure committees should evaluate candidates for promotion and/or tenure based on professional impact, using evidence of contributions in the three areas of learning, discovery, and engagement. However, the contributions of a faculty member might be integrated among learning, discovery, and engagement, since many professional activities contribute to more than one of these categories. Activities that contribute to more than one category should be recognized and encouraged. In addition, Purdue University Northwest is dedicated to student success and requires all faculty members to adopt the role of mentor to students. Thus, mentoring of students is essential to successful promotion and/or tenure.

# Criteria for Promotion and Tenure

* 1. **Definitions**
		1. **Learning**: The term “learning” refers to the entire area of student-faculty interaction for educational purposes. Faculty members with strength in learnin[g mentor5](#_bookmark1) and engage students to enhance the academic success of students of all ability levels, maintain scholarship through sustaining breadth and depth of knowledge, and continually strive to improve methods and context of teaching. Strong performance in teaching must be demonstrated in multiple ways, which might include: student evaluations; peer evaluations; innovative pedagogy; creating or transforming courses and curricula; and involving undergraduate students in research.
		2. **Discovery**: The term “discovery” refers to the broad area of research, scholarship, and creative endeavor, as, for example, defined in Boyer’s model of scholarship (scholarship of discovery, integration, application/engagement, and/or teaching/learning). The varying nature of academic accomplishments across and within disciplines are taken into account when promotions are considered. Faculty members with strength in discovery undertake quality activity relevant to their area of specialization and disseminate the results through publication, presentations, juried shows, artistic productions, or other appropriate methods, thereby ultimately achieving recognition by peers in their field. Accomplishment in discovery may also extend to guided inclusion of students in the faculty member’s discovery activities.

5 The term “mentoring” refers to the act of directing students for the future; that is, to provide direction and knowledge related to career goals and graduate education.

* + 1. **Engagement**: The term “engagement” refers to professional service to the University, professional organizations, and the community. University service refers to engagement and/or leadership in governance responsibilities or other University, College, and Department/School affairs. Community service refers to public service contributions related to a faculty member’s discipline. Professional service refers to experience as an advisor to government or industry, as well as active participation and/or leadership in professional, technical, or scholarly societies.
		2. **Further Information**: Candidates should refer to their individual College guidelines for further information, including supporting information to assist them in demonstrating effectiveness in learning, discovery, and engagement at Purdue University Northwest.

# Criteria by Rank

The following criteria are intended to set minimum promotion and/or tenure standards for Purdue University Northwest. Within the following criteria, and those mandated by the Purdue University system-wide policies and procedures, each College, School, and/or academic unit shall set forth its own specific guidelines and criteria for promotion and/or tenure.

* + 1. **Associate Professor**: Promotion to Associate Professor is based upon actual performance as well as the likelihood of future growth. Successful candidates must demonstrate significant progress toward excellence in learning or discovery, together with sustained growth toward strength in the other and with active participation in engagement. Promotion to Associate Professor will not normally be considered before five years in rank for faculty on their first full time academic appointment. Tenure is immediately in effect upon promotion to this rank, as stated in the Purdue system-wide policy.
		2. **Professor**: Promotion to Professor is based on excellence in learning or discovery, together with strength in the other and strength in engagement.
			1. Where the excellence lies in learning, the candidate will be recognized for outstanding contributions to the University’s educational program through an effective blend of interaction with students, professional growth, curricular development, course content and methodology, and the scholarship of teaching and learning.
			2. Where the excellence lies in discovery, the candidate will have made important and recognized contributions in scholarly activities and will be recognized as a leader in educational or professional circles in her/his

discipline on a regional, national, and/or international level, as is appropriate for the discipline.

* + - 1. For strength in engagement, the candidate will be recognized for contributions to the University and will have attained a reputation at the regional, national, and/or international level for contributions to professional organizations, agencies, government, and/or industry, as is appropriate for the discipline.
			2. Those applying for promotion to Professor must wait three years since their last consideration for promotion.
	1. **Tenure Outside Promotion**: A candidate to be hired at the rank of Associate Professor or Professor may request tenure. In such cases, the Dean of the candidate’s College may convene Primary and Area (College) Committees on Promotion and Tenure at such times as may be convenient or necessary according to the requirements of the hiring process. The committees will vote to either: (1) recommend tenure or (2) not recommend tenure. The Primary (Department/School) and Area (College) Committees will forward their recommendations to the Chancellor (through the Vice Chancellor for Academic Affairs and Provost) prior to an offer being made.

# Criteria for Clinical Faculty:

* + 1. **Associate Professor**: Successful candidates for promotion to Associate Clinical Professor must provide evidence of significant progress toward excellence in teaching and of sustained growth toward strength in clinical practice and scholarly activity, together with active participation in engagement. Promotion to Associate Clinical Professor is based on actual performance as well as increased realization of potential.
		2. **Professor**: Successful candidates for promotion to Clinical Professor must provide evidence of excellence in teaching and clinical practice, and provide evidence of strength in scholarly activity and in engagement. They must be recognized by their peers at the regional, national, and/or international level, as is appropriate for the discipline.
	1. **Criteria for Research Faculty**: To enable the University to recruit and retain top research scholars, a position of Research Professor has been established. The primary responsibilities are to support and enhance the discovery mission of the University.
		1. **Associate Professor**: Candidates for promotion to the rank of Associate Research Professor must have a sustained and growing record of scholarly accomplishment and externally funded research. In addition, where appropriate, they must demonstrate sustained growth toward strength in the area of teaching and in engagement. The candidate must show promise of continued professional growth, recognition, and contribution to the discovery mission of the University.
		2. **Professor**: Candidates for promotion to the rank of Research Professor must be recognized nationally and/or internationally as authorities in their fields of specialization, have obtained significant and sustained extramural research funding, and have significantly contributed to the research mission of the University. In addition, where appropriate, they must demonstrate strength in the area of teaching and in engagement.
	2. **Annual Review of Untenured Professors**: Tenure-track faculty members at the Assistant Professor rank are to be reviewed annually on their cumulative progress toward promotion and tenure, (a) independently by their Primary (Department/School) Committee and Department Chair beginning in the fall of the second year of their appointment and, in addition, (b) independently by their Area (College) Committee and Dean beginning in the fall of the fourth year of their appointment. The review packet must be submitted to the Office of the Dean at the same time that promotion and tenure documents are due each year according to the schedule determined by the Vice Chancellor for Academic Affairs and Provost. All procedures and processes are as those followed for promotion and tenure cases, except that (a) no review takes place by the Campus (University) Committee and (b) Primary (Department/School) and Area (College) Committees vote for one of the following two options: (1) sufficient cumulative progress toward tenure or (2) insufficient cumulative progress toward tenure.

# Promotion and Tenure Committees

* 1. **Election of Members**: Election of members to the Area (College) and Campus (University) Promotion and Tenure Committees shall normally take place in the spring semester but, in every case, must be completed by September 1 of the year in which the committee will begin work.
	2. **Joint Appointments**: In cases of joint appointments (i.e., a candidate holds rank in more than one academic unit), the administrative officers of each appointing Department/academic unit shall provide for proportionate representation and participation.
	3. **Review of Tenure-track Faculty Members**: Promotion and Tenure Committees shall be responsible for reviewing untenured, tenure-track faculty members and those faculty members seeking promotion and tenure. Tenure-track faculty members shall be reviewed by the Primary (Department/School) Committee every year beginning in the fall of the second year and by the Area (College) Committee every year beginning in the fall of the fourth year. This evaluation will take into consideration the cumulative work of the individual faculty member.
	4. **Voting**: Voting in all of the committees will be by secret, written ballot. Committee members must vote to either: (1) recommend promotion and/or tenure or (2) not recommend promotion and/or tenure; for exceptions, see F.2.b. Members of all committees must be physically present for the entire discussion of a candidate to submit a ballot.
	5. **Primary (Department/School) Committee6**: Membership shall consist of all faculty members (a minimum of five) in the Department/School who (a) hold tenured appointments at the rank of Associate Professor or Professor, (b) have a teaching appointment of at least 0.5 FTE, (c) have no supervisory duties over promotion/tenure-eligible faculty members, and (d) do not serve on the Area (College) nor the Campus (University) [Committees.7](#_bookmark2) The Primary (Department/School) Committee shall elect its chair from among its membership and the chair shall be a voting member. The Department Chair shall be responsible for ensuring that the committee is properly constituted and that the committee’s membership and leadership are reported to the Department faculty and the administration of the College and the University. Candidates for the rank of Professor will only be reviewed by committee members of that rank. In instances where there is an insufficient number of eligible faculty members to serve on the Primary (Department/School) Committee, the faculty in the College/School/Department shall determine a process for selecting qualified faculty members.

6 The Primary (Department/School) Committee is understood to represent the candidate’s home academic unit, which normally is an academic Department or, in some instances, a School. In Colleges without Departments/Schools, the Primary Committee is composed at the College level and, hence, serves the function of the Area (College) Committee in Colleges with Departments.

[7](#_bookmark2) In this and other instances where this phrase is used, it is to be understood that the phrase “no supervisory duties” refers to faculty with administrative appointments that do not involve direct supervision of faculty or input into faculty assignments, salaries, retention, or benefits such as course releases, travel or professional development funding, sabbaticals, or other benefits.

* 1. **Area (College) Committee8**: Members of the Area (College) Committee are selected in accordance with the procedures established by the faculty of the College. The committee shall consist of a minimum of five members, with at least one member from each academic unit9 in the College. Committee members must
1. hold tenured appointments at the rank of Associate Professor or Professor,
2. have a teaching appointment of at least 0.5 FTE, and (c) have no supervisory duties over promotion/tenure-eligible faculty [members.](https://members.10/)10 The Area (College) Committee shall elect its chair from among its members and the chair shall be a voting member. The Dean shall be responsible for ensuring that the committee is properly constituted and that the committee’s membership and leadership are reported to the College faculty and the administration of the University. Candidates for the rank of Professor will only be reviewed by committee members of that rank. In instances where there is an insufficient number of eligible faculty members to serve on the Area (College) Committee, the faculty in the College shall determine a process for selecting qualified faculty members.
	1. **Campus (University) Committee11**: The Campus (University) Committee shall consist of two elected faculty members from each of the disciplinary Colleges who (a) hold tenured appointments at the rank of Professor, (b) have teaching appointments of at least 0.5 FTE, and (c) have no supervisory duties over promotion/tenure-eligible faculty [members.](https://members.12/)12 If a member of the committee has served on a candidate’s Area (College) Committee, he/she will be recused from voting on the candidate. Committee members will serve two-year terms, with the initial 2018/2019 term arranged so that for each College, one representative serves for one year while the second serves for two years. The Campus (University) Committee shall elect its chair from among its members and the chair shall be a voting member. The Deans of the disciplinary Colleges shall ensure the election of College representatives and that the results are reported to the Office of Academic Affairs. The VCAA and Provost shall be responsible for

8 The “Area (College) Committee” is understood to mean that of the candidate’s home College.

9 “Academic unit,” as used here, is understood to mean the Department or School that is the candidate’s basic academic home unit.

10 In this and other instances where this phrase is used, it is to be understood that the phrase “no supervisory duties” refers to faculty with administrative appointments that do not involve direct supervision of faculty or input into faculty assignments, salaries, retention, or benefits such as course releases, travel or professional development funding, sabbaticals, or other benefits.

11 The “Campus (University) Committee” is understood to be a committee comprised of faculty

elected from the breadth of the Purdue University Northwest campus.

12 In this and other instances where this phrase is used, it is to be understood that the phrase “no

ensuring that the committee is properly constituted and that the committee’s membership and leadership are reported to the University faculty. In instances where there is an insufficient number of eligible College representatives to serve on the Campus (University) Committee, the faculty in the College shall determine a process for selecting qualified faculty members.

# Processes for Promotion and/or Tenure Recommendations

1. **Distribution of Timetable**
	1. Each February 1, the Vice Chancellor for Academic Affairs and Provost will distribute to all faculties and academic administrators a list of due dates pertaining to the promotion and tenure process for the following academic year.

# Charge to the Faculty Committees

* 1. Prior to the meeting of the Primary (Department/School) Committees each fall, the Vice Chancellor for Academic Affairs and Provost, in collaboration with the Senate’s Faculty Affairs Committee, shall convene a meeting of the chairs of all Primary (Department/School), Area (College), and Campus (University) Committees to review the criteria for promotion and tenure and the processes under which the committees must operate. Each committee chair will be charged to review the criteria for promotion and tenure and the processes under which the committees must operate with their respective committee before the committee formally meets to consider candidates.

# Primary (Department/School) Committee Process

* 1. The Primary (Department/School) Committee shall meet according to the dates published by the VCAA and Provost. The Chair of the committee shall be responsible for arranging the time and place of the meeting, with the assistance of the Department/School office.
	2. Each candidate for promotion and tenure shall be considered by the Committee according to the procedures given in the system-wide policy (see Part One of this document), with the exception that the Chair of the Committee shall have voting privilege.
	3. The Chair of the committee is responsible for coordinating the writing of a Committee Report on each candidate, which must (a) be signed by all members of the Committee and (b) record the vote and the Committee’s rationale, both positive and negative, for its recommendation. The Chair is responsible for providing a copy of the committee’s report to the Department [Chair.](https://Chair.13/)13

# Report from the Department Chair14 and/or the School Director

* 1. The Department Chair shall write an independent detailed letter of recommendation based on his/her thorough review of the candidate’s materials and the Primary (Department/School) Committee’s report. Additionally, and similarly, if the candidate’s Department is part of one of the University’s Schools, the School Director shall write an independent recommendation letter.
	2. The Department Chair (or the School Director, if applicable) is responsible for attaching the recommendations from the Primary (Department/School) Committee, the Department Chair, and the School Director (if applicable) to the candidate’s evidentiary materials15. The Department Chair (or School Director, if applicable) shall then forward to the Office of the Dean all required documents.
	3. The Chair of the Committee and the Department Chair (and/or the School Director, if applicable) must meet with the candidate separately within ten calendar days of the vote of the Primary (Department/School) Committee and the completion of the Department Chair’s letter to review their recommendations with the candidate and provide the candidate with copies of the written recommendations.
	4. After receiving the letters, the candidate may, within seven calendar days, exercise the right to submit written rebuttals to the recommendations of the Primary (Department/School) Committee, the Department Chair, and/or the School Director (if applicable) by submitting rebuttals to the Department Chair (or the School Director, if applicable) to be placed in the candidate’s file.

13 Where there is no Department, this will be understood to mean the School Director School or the Dean of the College when that is the candidate’s primary academic unit.

14 For Colleges with no Department structure, the report comes from the administrative direct-report to the College Dean whose responsibilities include faculty supervision.

15 The candidate submits an “application packet” and “evidentiary materials.” See XI.G.1.a and

XI.G.1.b.

# Area (College) Committee Process

* 1. The Area (College) Committee shall meet according to the dates published by the VCAA and Provost. The Chair of the Committee shall be responsible for arranging the time and place of the meeting, with the assistance of the Dean’s Office.
	2. The Committee shall consider all candidates previously reviewed by the Primary (Department/School) Committee, unless the candidate notifies the Dean of his/her College in writing prior to the first meeting of the committee that the promotion application is withdrawn.
	3. Each candidate shall be considered by the Committee according to the criteria and procedures given in the system-wide policy (see Part One of this document), with the exception that the Chair of the Committee shall have voting privilege.
	4. The Chair of the Committee is responsible for coordinating the writing of a Committee Report on each candidate, which must (a) be signed by all members of the Committee and (b) record the vote and the Committee’s rationale, both positive and negative, for its recommendation. The Chair is responsible for providing a copy of the Committee’s report to the Dean.

# Report from the Dean

* 1. The Dean shall write an independent detailed letter of recommendation based on his/her thorough review of the candidate’s materials and the Area (College) Committee’s report.
	2. The Dean is responsible for attaching both the Committee’s report and the Dean’s own recommendation to the candidate’s evidentiary materials. The Dean shall then forward to the VCAA and Provost all required documents.
	3. The Chair of the Area (College) Committee and the Dean must meet with the candidate separately within ten calendar days of the vote of the Area (College) Committee and the completion of the Dean’s letter to review their commendations with the candidate and provide the candidate with copies of the written recommendations.
	4. After receiving the letters, the candidate may, within seven calendar days, exercise the right to submit written rebuttals to the recommendations of the

Area (College) Committee and the Dean by submitting rebuttals to the Dean to be placed in the candidate’s file.

# Campus (University) Committee Process

* 1. The Campus (University) Committee shall meet according to the dates published by the VCAA and Provost. The Chair of the Committee shall be responsible for arranging the time and place of the meeting, in collaboration with the Office of Academic Affairs.
	2. The Committee shall consider all candidates previously reviewed by the Area (College) Committee, unless the candidate notifies the VCAA and Provost in writing prior to the first meeting of the committee that the promotion application is withdrawn. In case of an application withdrawn before committee consideration, a new application may be submitted during a subsequent year without prejudice. In cases of applications for early tenure, once a candidate is under active review by the Campus (University) Committee, the review is considered final and the candidate will have no further opportunity to apply for tenure.
	3. Each candidate shall be considered by the Committee according to the procedures given in the system-wide policy (see Section One of this document), with the exception that the Chair of the Committee shall have voting privilege.
	4. The Chair of the Committee is responsible for coordinating the writing of a Committee Report on each candidate, which must (a) be signed by all members of the Committee and (b) record the vote and the Committee’s rationale, both positive and negative, for its recommendation. The Chair is responsible for providing a copy of the Committee’s report to the VCAA and Provost.
	5. A committee member that represents the candidate’s College must meet with the candidate within ten calendar days of the vote of the Campus (University) Committee to review its recommendation with the candidate and provide the candidate with a copy of the written recommendation.
	6. After receiving the letters, the candidate may, within seven calendar days, exercise the right to submit written rebuttals to the recommendations of the Campus (University) Committee by submitting rebuttals to the Provost (VCAA) to be placed in the candidate’s file.

# Report from the Vice Chancellor for Academic Affairs and Provost

* 1. The VCAA/Provost shall write an independent letter of recommendation based on his/her review of the candidate’s materials and the reports submitted by the Primary (Department/School) Committee, the Department Chair and/or School Director, the Area (College) Committee, the Dean, and the Campus (University) Committee.
	2. The recommendation of the VCAA/Provost shall be be shared with the Chancellor.
	3. The Chancellor and VCAA/Provost will then make a recommendation to the President and Board of Trustees.

# Responsibilities of Participants

* 1. **Candidate**: The Candidate shall be responsible for the following:
		1. Being familiar with the “Purdue University Northwest Academic Tenure and Promotion Policies and Procedures” document.
		2. Submitting to the Dean (i) two copies of the application packet and (ii) one box of supporting evidentiary materials not to exceed the size of a standard box of duplicating paper (9.25x11.25x17.5”). The application packet will consist of, in order of appearance, (i) a completed Form 36 on which all pertinent information is clearly stated or marked, (ii) the candidate’s letter of intent16 that should be no longer than three pages in length, (iii) an extended CV, and (iv) a completed student evaluation tabulation form. Once the deadline for submitting materials has passed, no new material may be added to the application packet or evidentiary materials, except in cases where actual publications of articles, books, or similar has occurred after the deadline, but before the various committee meetings.
		3. Submitting, in conformity with the candidate’s College policy, a preliminary list of names of potential external reviewers of the candidate’s productivity in the area of discovery.

# Members of All Committees:

* + 1. Members of Primary (Department/School), Area (College), and Campus (University) Committees are responsible for attendance in person at all scheduled meetings of their committees. They must become familiar with, and knowledgeable of, the contents of the candidate’s application packet and evidentiary materials prior to meetings and be prepared to discuss and vote on each candidate in a thoughtful and considered fashion.

16 The letter of intent should be addressed to the Dean of the candidate’s college. The first sentence should state that the candidate wishes to be considered for promotion and/or tenure to the rank of (insert rank here) during the (insert year here) academic year. Following that should be a succinct reflection on and synthesis of the candidate’s contribution to his/her field through efforts in discovery, contributions to effective learning, and contributions to engagement with the community, the candidate’s discipline, and the University.

* + 1. Faculty members who have a conflict of interest or have already voted on the candidate at a previous committee level must recuse themselves from voting on that candidate.
		2. It is in the best interest of the University and faculty that full and frank discussions occur during the deliberation of promotion and tenure committees. Therefore, all discussions in committees are to be kept in strict confidence (in perpetuity) by all committee members except for the provisions of 2.d. below.
		3. Committee members are required by federal law and University policy to report any instances of discrimination or discriminatory behavior regardless of confidentiality requirements.
	1. **Chair of the Primary** (Department/School) **Committee**: The Chair of the Primary (Department/School) Committee shall be responsible for the following:
		1. Scheduling, with the assistance of the Department office, all meetings of the Primary (Department/School) Committee in accordance with the annually published timeline (taking into account the necessary time for possible candidate rebuttals) and ensuring the attendance of all members.
		2. Coordinating the preparation of the report on the deliberations about each candidate considered by the Committee.
		3. Providing a copy of the Committee’s report on each candidate to the [Department Chair.](https://Chair.17/)17
		4. Meeting with each candidate within ten calendar days of the vote of the Primary (Department/School) Committee, in order to share the recommendation of the Committee with the candidate and provide the candidate with a copy of the written recommendation.
	2. **Department Chair** (or corresponding administrator; see footnote 14): The Department Chair shall be responsible for the following:
		1. Ensuring that the Primary (Department/School) Committee is properly constituted in a timely fashion and reporting the composition of the committee to the faculty of the Department/School and the administration of the College and the University.

17 Where there is no Department, this will be understood to mean the head of the School when that is the candidate’s primary academic unit.

* + 1. Coordinating all meetings of the Primary (Department/School) Committee, in collaboration with the Chair of the Primary (Department/School) Committee, and ensuring the attendance of all members.
		2. Overseeing the general process by which the Primary (Department/School) Committee conducts its business.
		3. Writing a report on each candidate for promotion or tenure, and also on all annual review candidates. The report must contain a recommendation either for or against the candidate’s application. The Department Chair must provide a copy of the report to the Dean along with the recommendation and report of the Primary (Department/School) Committee.
		4. Meeting with each candidate within ten calendar days of the completion of the report, in order to share the Department Chair’s recommendation with the candidate and provide the candidate with a copy of the written recommendation.
		5. Complying with the requirements of the system-wide procedures (see Section One of this document), making sure that candidates are aware of their rights and the timetable of relevant deadlines and meetings.
	1. **Chair of the Area** (College) **Committee**: The Chair of the Area (College) Committee shall be responsible for the following:
		1. Scheduling, with the assistance of the Dean’s office, all meetings of the Area (College) Committee in accordance with the annually published timeline (taking into account the necessary time for possible candidate rebuttals) and ensuring the attendance of all members.
		2. Coordinating the preparation of the report on the deliberations about each candidate considered by the Committee.
		3. Providing a copy of the report on each candidate to the Dean.
		4. Meeting with each candidate within ten calendar days of the vote of the Area (College) Committee, in order to share the recommendation of the Committee with the candidate and provide the candidate with a copy of the written recommendation.
	2. **Dean**: The Dean shall be responsible for the following:
		1. Taking custody of the official version of the candidate’s application packet (including the Form 36) and evidentiary materials (see G.1.a and G.1.b), starting from the time it is submitted by the candidate to after the submission

of the reports of the Area (College) Committee and the Dean. At that time, the Dean shall be responsible for conveying all documents of all promotion candidates to the VCAA/Provost, who shall then take custody.

* + 1. Ensuring that the Area (College) Committee is properly constituted in a timely fashion and reporting the composition of the committee to the faculty of the College and the administration of the University.
		2. Soliciting external review letters of the candidate’s productivity in the area of discovery, according to College policy.
		3. Receiving and including the external review letters in the candidate’s evidentiary material prior to the Primary (Department/School) Committee’s consideration of the candidate.
		4. Photocopying or scanning the candidate’s application packet and distributing it to Primary (Department/School) and Area (College) Committee members at least three weeks prior to their respective scheduled meeting times.
		5. Receiving and including the reports of the Primary (Department/School) Committee and the Department Chair18 in the candidate’s evidentiary materials to be considered by the Area (College) Committee.
		6. Coordinating all meetings of the Area (College) Committee, in collaboration with the Chair of the Area (College) Committee, and ensuring the attendance of all members.
		7. Overseeing the general process by which the Area (College) Committee conducts its business.
		8. Receiving the report of the Area (College) Committee and including it in the candidate’s evidentiary materials before conveying the evidentiary materials to the office of the VCAA/Provost.
		9. Writing a report on each candidate from the College for promotion or tenure. The report must contain a recommendation either for or against the candidate’s application. The Dean must include the report in the candidate’s evidentiary materials before conveying the evidentiary materials to the office of the VCAA/Provost.
		10. Meeting with each candidate within ten calendar days of the completion of the report, in order to share the Dean’s recommendation with the candidate and provide the candidate with a copy of the written recommendation.

18 Where there is no Department, this will be understood to mean the Director of the School or the Dean of the College when that is the candidate’s primary academic unit.

* + 1. Including the College’s promotion and tenure policies and criteria in the candidate’s evidentiary materials before conveying the evidentiary materials to the VCAA/Provost.
	1. **Chair of the Campus** (University) **Committee**: The Chair of the Campus (University) Committee shall be responsible for the following:
		1. Scheduling, in collaboration with the Office of the VCAA and Provost, all meetings of the Campus (University) Committee and ensuring the attendance of all members.
		2. Coordinating the preparation of the report on the deliberations about each candidate considered by the Committee.
		3. Providing a copy of the report on each candidate to the Vice Chancellor for Academic Affairs and Provost.
		4. Ensuring that, for each candidate, a committee member representing that candidate’s College meets with the candidate within ten calendar days of the vote of the Campus (University) Committee, in order to share the recommendation of the Committee with the candidate and provide the candidate with a copy of the written recommendation.
	2. **VCAA/Provost**: The Vice Chancellor for Academic Affairs and Provost shall be responsible for the following:
		1. Publishing annually, and no later than February 1 of each year, a specific timetable for promotion and tenure procedures for the following academic year.
		2. Taking custody of the official version of each promotion and/or tenure candidate’s evidentiary materials when conveyed to the office of the VCAA/Provost by the Dean.
		3. Coordinating all meetings of the Campus (University) Committee, in collaboration with the Chair of the Campus (University) Committee, and ensuring the attendance of all members.
		4. Overseeing the general process by which the Campus (University) Committee conducts its business.
		5. At the conclusion of the deliberation of the Campus (University) Committee, transmitting to the Chancellor the candidate’s documents, the recommendation of the Campus (University) Committee, and the

recommendation of the VCAA/Provost. The remainder of the process is as specified in the system-wide policy (see Section One of this document).

* + 1. Ensuring that all involved faculty members and administrators adhere to the policies and procedures as defined in this document.
1. **Candidate Submission**: Candidates should carefully review the system-wide criteria and procedures for granting tenure and promotion as they appear in Section One of this document.
	1. **Content of Submission**: The candidate’s evidentiary materials should include two parts as follows:
		1. **Application Packet**: This part will be disseminated to all members of the relevant committees prior to their meetings. The application packet includes, in order of appearance, (i) a completed Form 36 on which all pertinent information is clearly stated or marked, (ii) the candidate’s letter of intent that should be no longer than three pages in length (see footnote 16), (iii) an extended CV (see Appendix A), and (iv) a completed student evaluation tabulation form (see Appendix B).
		2. **Evidentiary Materials**: This part consists of supporting evidentiary materials such as copies of publications, letters of acceptance for publications in press, peer reviews of teaching and research, student evaluations (copies of ALL student evaluations since the most recent personnel action must be submitted, not a selection), official notifications of honors/awards received, and any other information to substantiate the claims made in the application packet. The evidentiary materials should be placed in a box that is initially under the care and security of the Dean. The box should not exceed the size of a standard box of duplicating paper (9.25x11.25x17.5”).

# APPENDIX A: The Curriculum Vitae

The Purdue University Form 36 (<http://www.purdue.edu/provost/faculty/documents/FORM36-2017-18AY.docx>) and instructions for completing the Form 36 and a suggested outline for an extended curriculum vita <https://www.purdue.edu/provost/faculty/documents/Form-36-INSTR-2018-19AY.PDF>) may be found on the Purdue University website at the addresses above. Since disciplines vary, headings that do not apply may be deleted and specific headings relevant to the candidate’s discipline that do not appear may be added. In the sections on learning, discovery, and engagement, there should be a clear delineation between those items completed prior to the candidate’s most recent personnel action (hiring, promotion, tenure) and those completed subsequent to that action**.**

# APPENDIX B: Summary Student Evaluation Template

Summary data on student evaluations must be presented using the format below. Copies of the candidate’s student evaluations reports, including written comments, should be included in the evidentiary materials. Candidates should not include selected quotations from student evaluations. All evaluations and comments since the most recent personnel action (hire, promotion, or tenure) should be included in the evidentiary materials. If the most recent personnel action is 10 or more years ago, only the most recent 10 years need be included in the summary data table and in the evidentiary materials.

Candidates should use the table(s) appropriate for the campus location of the course at the time their classes were taught. In some cases, multiple tables will be presented.

Raw score means (to one decimal point) should be reported in all cases. The data should be presented in reverse chronological order – that is, the most recent semester should be reported first. The list of questions should also be included.

Listed below are the core questions used for each campus. Different systems were used to collect student evaluation data (e.g. IDEA, Campus Labs, Blackboard, Digital Measures, and potentially paper and pencil collection).

# For all PNW courses (Summer 2017 and forward)

1. The course was well organized to promote my learning.
2. I knew what was expected of me in this course.
3. The instructor promoted a supportive learning environment.
4. The instructor provided useful feedback that helped me learn.
5. The teaching methods used by the instructor helped me learn.

**# of Students**

**Q1 Q2 Q3 Q4 Q5 responding**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Semester, Year** |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
| **Semester, Year** |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | xx |

# For Hammond campus courses (prior to Summer 2017)

1. My instructor creates an atmosphere highly conducive to learning.
2. My instructor’s explanations are especially clear.
3. Assignments are relevant, interesting, and well integrated.
4. My instructor stimulated my thinking.
5. My instructor seems well prepared for class.
6. My instructor stimulated interest in the course.
7. Overall, I feel I have learned a great deal from this course.
8. I would enjoy taking another course from this instructor.

**# of Students**

**Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 responding**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester, Year** |  |  |  |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| **Semester, Year** |  |  |  |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | x.x | x.x | xx |

# For Westville campus courses (Prior to Summer 2017)

1. I understand the course requirements, grading scale, and deadlines.
2. The course content is well-organized.
3. My instructor displays a clear understanding of course topics.
4. My instructor readily maintains rapport with this class.
5. I received a fair evaluation of my performance in this class.
6. This course has effectively challenged me to think.

**# of Students**

**Q1 Q2 Q3 Q4 Q5 Q6 responding**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester, Year** |  |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| **Semester, Year** |  |  |  |  |  |  |  |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |
| SUBJ XXXXX | x.x | x.x | x.x | x.x | x.x | x.x | xx |