



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

- A. Purpose:** 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 and Procedures.² Other relevant system-wide policies include the Clinical Faculty Policy³ and Research Faculty Policy and Procedure.⁴ 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 <https://www.purdue.edu/provost/faculty/promotion/criteria-tenure-procedures.html>.

³ See <http://www.purdue.edu/policies/human-resources/vif10.html>.

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

B. 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.

C. Criteria for Promotion and Tenure

1. Definitions

- a. Learning:** The term “learning” refers to the entire area of student-faculty interaction for educational purposes. Faculty members with strength in learning mentor⁵ 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.
- b. Discovery:** The term “discovery” refers to the broad area of research, scholarship, and creative endeavor, as, for example, defined in Boyer’s model of scholarship⁶ (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.

⁶ Boyer, E. L. (1990). *Scholarship reconsidered: Priorities of the professoriate*. Princeton University Press, Lawrenceville, NJ

- c. **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.
- d. **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.

2. 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.

- a. **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.
- b. **Professor:** Promotion to Professor is based on excellence in learning or discovery, together with strength in the other and strength in engagement.
 - i. Where the excellence lies in learning, candidates 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.
 - ii. Where the excellence lies in discovery, candidates will have made important and recognized contributions in scholarly activities and will be recognized as a leader in educational or professional circles in their discipline on a regional, national, and/or international level, as is

appropriate for the discipline.

- iii. For strength in engagement, candidates 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.
- iv. Those applying for promotion to Professor must wait three years since their last consideration for promotion.

3. Tenure Outside Promotion:

Candidates 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 Department and 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 Department/School and College Committees will forward their recommendations to the Chancellor (through the Provost and Vice Chancellor for Academic Affairs (VCAA)) prior to an offer being made.

4. Criteria for Clinical Faculty:

- a. **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.
- b. **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.

5. 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.

- a. **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.

- b. 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.

6. 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 Department/School Committee and Department Chair beginning in the fall of the second year of their appointment and, in addition, (b) independently by their College Committee and Dean beginning in the fall of the fourth year of their appointment. The review materials must be submitted through the electronic workflow system at the same time that promotion and tenure documents are due each year according to the schedule determined by the Provost and Vice Chancellor for Academic Affairs. All procedures and processes are as those followed for promotion and tenure cases, except that (a) no review takes place by the University Committee and (b) Department/School and College Committees vote for one of the following two options: (1) sufficient cumulative progress toward tenure or (2) insufficient cumulative progress toward tenure.

D. Promotion and Tenure Committees

- 1. Election of Members:** Election of members to the College and 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 Department/School Committee every year beginning in the fall of the second year and by the 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. **Department/School Committee**⁷: 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 College nor the University Committees.⁸ The 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 Department/School Committee, the faculty in the college/school/department shall determine a process for selecting qualified faculty members.
6. **College Committee**⁹: Members of the 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 unit¹⁰ in the college. Committee members must (a) hold tenured appointments at the rank of Associate Professor or Professor, (b) have a teaching appointment of at least 0.5 FTE, and (c) have no supervisory duties over promotion/tenure-eligible faculty members. The 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

⁷ The 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 Department/School Committee is composed at the college level and, hence, serves the function of the College Committee in colleges with departments.

⁸ 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.

⁹ The "College Committee" is understood to mean that of the candidate's home College.

¹⁰ "Academic unit," as used here, is understood to mean the department or school that is the candidate's basic academic home unit.

serve on the College Committee, the faculty in the college shall determine a process for selecting qualified faculty members.

7. **University Committee**¹¹: The 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. If a member of the committee has served on a candidate's 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 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 Provost and VCAA shall be responsible for 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 University Committee, the faculty in the college shall determine a process for selecting qualified faculty members.
8. **Clinical Faculty Promotion Committees**: 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 professors 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.

E. Processes for Promotion and/or Tenure Recommendations

1. Distribution of Timetable

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

¹¹ The "University Committee" is understood to be a committee comprised of faculty elected from the breadth of the Purdue University Northwest campus.

2. Charge to the Faculty Committees

Prior to the meeting of the Department/School Committees each fall, the Provost and Vice Chancellor for Academic Affairs, in collaboration with the Senate's Faculty Affairs Committee, shall convene a meeting of the chairs of all Department/School, College, and 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.

3. Department/School Committee Process

- a. The Department/School Committee shall meet according to the dates published by the Office of the Provost and VCAA . 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.
- b. 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.
- c. 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 uploading the Committee Report into the electronic workflow system, sharing the Report through the electronic workflow system with each candidate, and forwarding the case to the next step in the review process.¹²

4. Report from the Department Chair¹³ and/or the School Director

- a. Department Chairs shall write an independent detailed letter of recommendation based on their thorough review of the candidate's materials and the 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.

¹² 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.

¹³ For colleges with no Department structure, the report comes from the administrative direct report to the college dean whose responsibilities include faculty supervision.

- b. Department Chairs (or School Directors, if applicable) are responsible uploading their letters into the electronic workflow system, sharing the letter through the electronic workflow system with each candidate, and forwarding the case to the next step in the review process.¹⁴
- c. 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 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.
- d. After receiving the letters, candidates may, within seven calendar days, exercise the right to submit written rebuttals to the recommendations of the Department/School Committee, the Department Chair, and/or the School Director (if applicable) by submitting their rebuttal through the electronic workflow system.

5. College Committee Process

- a. The College Committee shall meet according to the dates published by the Office of the Provost and VCAA . 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.
- b. The Committee shall consider all candidates previously reviewed by the 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.
- c. 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.
- d. 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 uploading the Committee Report into the electronic workflow system, sharing the Report through the electronic workflow system with each candidate, and forwarding the case to the next step in the review process.

¹⁴ The candidate submits an "application packet" and "evidentiary materials." See XI.G.1.a and XI.G.1.b.

6. Report from the Dean

- a.** Deans shall write an independent detailed letter of recommendation based on their thorough review of the candidate's materials and the College Committee's report.
- b.** Deans are responsible for uploading their letter into the electronic workflow system, sharing the letter through the electronic workflow system with each candidate, and forwarding the case to the next step in the review.
- c.** The Chair of the College Committee and the Dean must meet with the candidate separately within ten calendar days of the vote of the College Committee and the completion of the Dean's letter to review their recommendations with the candidate and provide the candidate with copies of the written recommendations.
- d.** After receiving the letters, candidates may, within seven calendar days, exercise the right to submit written rebuttals to the recommendations of the College Committee and the Dean by submitting their rebuttal through the electronic workflow system.

7. University Committee Process

- a.** The University Committee shall meet according to the dates published by the the Office of the Provost and VCAA. 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.
- b.** The Committee shall consider all candidates previously reviewed by the College Committees, unless the candidate notifies the Provost/VCAA 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 University Committee, the review is considered final and the candidate will have no further opportunity to apply for tenure.
- c.** 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.
- d.** 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 uploading the Committee Report into the electronic workflow system, sharing the Report through the electronic workflow system with each candidate, and forwarding the case to the next step in the review process.

- e. A committee member that represents the candidate's College must meet with the candidate within ten calendar days of the vote of the University Committee to review its recommendation with the candidate and provide the candidate with a copy of the written recommendation.
- f. After receiving the letters, the candidate may, within seven calendar days, exercise the right to submit written rebuttals to the recommendations of the University Committee by submitting rebuttals through the electronic workflow system.

8. Report from the Provost and Vice Chancellor for Academic Affairs

- a. The Provost/VCAA shall write an independent letter of recommendation based on his/her review of the candidate's materials and the reports submitted by the Department/School Committee, the Department Chair and/or School Director, the College Committee, the Dean, and the University Committee.
- b. The recommendation of the Provost/VCAA shall be shared with the Chancellor.
- c. The Chancellor and Provost/VCAA will then make a recommendation to the President and Board of Trustees.

F. Responsibilities of Participants

- 1. **Candidate:** The Candidate shall be responsible for the following:
 - a. Being familiar with the "Purdue University Northwest Academic Tenure and Promotion Policies and Procedures" document.
 - b. Submitting through the electronic workflow system their application packet and evidentiary materials. 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 intent¹⁵ that should be

¹⁵ 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.

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.

- c. 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.

2. Members of All Committees:

- a. Members of Department/School, College, and 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.
- b. 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.
- c. 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.
- d. Committee members are required by federal law and University policy to report any instances of discrimination or discriminatory behavior regardless of confidentiality requirements.

3. Chair of the Department/School Committee: The Chair of the Department/School Committee shall be responsible for the following:

- a. Scheduling, with the assistance of the Department office, all meetings of the 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.
- b. Coordinating the preparation of the report on the deliberations about each candidate considered by the Committee.
- c. Uploading the Committee Report into the electronic workflow system, sharing the Report through the electronic workflow system with each

candidate, and forwarding the case to the next step in the review process.

- d. Meeting with each candidate within ten calendar days of the vote of the 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.

4. Department Chair and/or School Director: The Department Chair and/or School Director shall be responsible for the following:

- a. Ensuring that the 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.
- b. Coordinating all meetings of the Department/School Committee, in collaboration with the Chair of the Department/School Committee, and ensuring the attendance of all members.
- c. Overseeing the general process by which the Department/School Committee conducts its business.
- d. Writing a report on each candidate for review, promotion, and tenure. The report must contain a recommendation either for or against the candidate's application.
- e. Uploading the Report into the electronic workflow system, sharing the Report through the electronic workflow system with each candidate, and forwarding the case to the next step in the review process.
- f. 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.
- g. 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.

5. Chair of the College Committee: The Chair of the College Committee shall be responsible for the following:

- a. Scheduling, with the assistance of the Dean's office, all meetings of the 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.

- b.** Coordinating the preparation of the report on the deliberations about each candidate considered by the Committee.
- c.** Uploading the Report into the electronic workflow system, sharing the Report through the electronic workflow system with each candidate, and forwarding the case to the next step in the review process.
- d.** Meeting with each candidate within ten calendar days of the vote of the 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.

6. Dean: The Dean shall be responsible for the following:

- a.** 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 College Committee and the Dean. At that time, the Dean shall be responsible for conveying all documents of all promotion candidates to the Provost/VCAA, who shall then take custody.
- b.** Ensuring that the 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.
- c.** Soliciting external review letters of the candidate's productivity in the area of discovery, according to College policy.
- d.** Including the college's promotion and tenure policies and criteria in the candidate's case in the electronic workflow system before the case is considered by the Department/School committee and all subsequent reviewers.
- e.** Receiving and including the external review letters in the candidate's evidentiary material prior to the Department/School Committee's consideration of the candidate.
- f.** Moving the candidate's materials in the electronic workflow system to the Department/School Committee and then to the College Committee at the appropriate time.
- g.** Receiving and including the reports of the Department/School Committee and the Department Chair/School Director in the candidate's evidentiary materials to be considered by the College Committee.

- h. Coordinating all meetings of the College Committee, in collaboration with the Chair of the College Committee, and ensuring the attendance of all members.
 - i. Overseeing the general process by which the College Committee conducts its business.
 - j. 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 upload the report into the electronic workflow system, share the report through the electronic workflow system with each candidate, and forward the case to the next step in the review process.
 - k. 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.
- 7. Chair of the University Committee:** The Chair of the University Committee shall be responsible for the following:
- a. Scheduling, in collaboration with the Office of the Provost and VCAA, all meetings of the University Committee and ensuring the attendance of all members.
 - b. Coordinating the preparation of the report on the deliberations about each candidate considered by the Committee.
 - c. Uploading the report into the electronic workflow system, sharing the report through the electronic workflow system with each candidate, and forwarding the case to the next step in the review process.
 - d. 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 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.
- 8. Provost/VCAA:** The Provost and Vice Chancellor for Academic Affairs shall be responsible for the following:
- a. Publishing annually, and no later than February 1 of each year, a specific timetable for promotion and tenure procedures for the following academic year.
 - b. Taking custody of the official version of each promotion and/or tenure candidate's evidentiary materials submitted through the electronic

workflow system.

- c. Coordinating all meetings of the University Committee, in collaboration with the Chair of the University Committee, and ensuring the attendance of all members.
- d. Overseeing the general process by which the University Committee conducts its business.
- e. At the conclusion of the deliberation of the University Committee, transmitting to the Chancellor the candidate's documents through the electronic workflow system, the recommendation of the University Committee, and the recommendation of the Provost/VCAA. The remainder of the process is as specified in the system-wide policy (see Section One of this document).
- f. Ensuring that all involved faculty members and administrators adhere to the policies and procedures as defined in this document.

G. 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 shall submit through the electronic workflow system an application packet and evidentiary materials which support the application packet. All materials will be available through the electronic workflow system to committee members and department chairs/school directors/deans at the appropriate time according to the timeline distributed by the Provost and Vice Chancellor for Academic Affairs.
- 2. Application Packet:** 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 15), (iii) an extended CV (see Appendix A), and (iv) a completed student evaluation tabulation form (see Appendix B).
- 3. Evidentiary Materials:** Evidentiary materials include, but are not limited to items 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 uploaded in the electronic workflow system.

APPENDIX A: The Curriculum Vitae

The Purdue University Form 36 provides information relative to promotion and tenure and Purdue University and Purdue University Northwest. Select “Forms” on the following webpage: <https://www.purdue.edu/provost/faculty/promotion/index.html> Here you will find instructions for completing the Form 36 and a suggested outline for an extended curriculum vita. 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.

	Q1	Q2	Q3	Q4	Q5	# of Students 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.

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	# of Students 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.

	Q1	Q2	Q3	Q4	Q5	Q6	# of Students 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