

1 3/27/14

2 **School of Interdisciplinary Studies (SIS) Tenure and Promotion Procedures**
3 **and Guidelines**

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5 Primary Committee Structure and Responsibilities
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7 The Head of the School of Interdisciplinary Studies schedules and convenes Primary
8 Committee meetings for the School. The Committee has the obligation to review faculty
9 members, appointed after Jan 1, 2014, to interdisciplinary programs with fulltime or
10 three-quarter time positions in the interdisciplinary program.

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12 The full Primary Committee is made up of Associate and Full Professors. It has the
13 responsibility for reviewing Assistant Professors and voting on their promotion with
14 tenure to the rank of Associate Professor. The senior Primary Committee includes Full
15 Professors only who review Associate Professors and vote on their promotion to the rank
16 of Full Professor.

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18 The SIS head, in consultation with the primary committee, may appoint additional Purdue
19 WL faculty members to the primary committee to review and vote on a specific candidate
20 for promotion. The purpose is to obtain expert opinion from faculty in a specific field
21 who are not voting members of the SIS faculty.

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23 The SIS primary committee has five responsibilities. The first is to provide guidance and
24 feedback to assistant and associate professors with a fulltime or a three-quarter time
25 appointment within an interdisciplinary program of SIS as they work to achieve tenure
26 and promotion. The second is to review, discuss, and vote on candidates up for
27 promotion to the rank of associate professor with tenure or to the rank of full professor.
28 The third is to conduct a comprehensive review of assistant professors during the third
29 year of their appointments. The fourth is to vote on tenure for a faculty member joining
30 the Purdue University SIS faculty who achieved tenure from another University. The
31 results of the vote are reported as a recommendation to the Dean of the College of Liberal
32 Arts. The fifth responsibility pertains to fulltime or jointly appointed faculty in
33 interdisciplinary programs who were hired prior to January 1, 2014.

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35 The College of Liberal Arts guidelines, last amended Feb 27, 2012, for faculty with joint
36 appointments are:

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38 “In the case of faculty holding joint appointments between interdisciplinary
39 programs and departments [or schools] in the college, the procedures will be as
40 follows:

- 41 a. The dean will inform the directors of interdisciplinary programs in which
42 there are faculty appointments of the general procedures and time line for
43 promotion and tenure review of faculty. The head of a candidate’s tenure
44 department [or school] will inform the interdisciplinary program director of
45 the departmental [or school] procedures and time line for document
46 preparation and review of any joint-appointed faculty member.

- b. The department [or school] head will invite recommendations for external reviewers from the faculty member being reviewed and from the director of the program and will consider those recommendations when reviewers are selected. The head will inform the director of the program of the names of external reviewers who have been asked to write reviews. The program director will have access to and may provide input concerning the documents to be sent to each external reviewer.
- c. The program director will provide the head of the tenure department [school] with a full evaluation of the research, teaching, and service contributions of the faculty member from the standpoint of the program. This evaluation will be provided to the department's [school's] primary committee members and will be included in the candidate's promotion document.
- d. The program director will join in the primary committee discussion of the joint-appointed candidate for promotion and /or tenure, without vote unless the director is a member of the primary committee.
- e. As the promotion/tenure document is being prepared, the department head will consult with the program director. The program director will have access to the promotion document and all attachments."

In the case of a program director nominated for promotion to the rank of Full Professor the head of the School of Interdisciplinary Studies will assume the responsibility for participating in the procedures specified above.

The interdisciplinary program director participates, as stated above, in annual progress and merit reviews and contract renewal deliberation. Typically these decisions are made during the Spring primary committee meetings.

Assistant and Associate Professors with joint or fulltime appointments in an interdisciplinary program are encouraged to use and update the Form 36 to report their annual activities to program directors.

Candidate for tenure or promotion, the interdisciplinary program director, and the head of the School of Interdisciplinary Studies work together to prepare the Form 36 that will be sent to reviewers.

The program director and the SIS head compile a list of potential reviewers. The list contains names and curriculum vitae supplied by the candidate for promotion or tenure and by the program director. The director and the SIS head share the responsibility of (a) ensuring reviewers are expert in the interdisciplinary field of the candidate, and (b) determining a rank-ordered, final list of eight to ten possible reviewers.

The SIS head consults with the program director and candidate to determine the examples of work that best represent the candidate's strengths. These and the Form 36 are the major components of the packet of work sent to the scholars who agree to review the case for promotion or tenure.

The head of SIS will schedule the SIS Primary Committee meetings. The first meeting will be held no later than October 1. At the first meeting primary committee members may nominate a candidate for tenure or promotion. The candidate for promotion is notified and asked to prepare supporting materials.

The candidate's materials are made available to the Primary Committee at least one calendar week before the second meeting. Faculty members nominated for promotion or tenure will be discussed. The committee votes on each candidate. The Head does not vote. A majority "yes" vote or the recommendation of the Head is required to bring the candidate forward to the College (Area) committee.

The third meeting, scheduled in the Spring semester, requires the Primary Committee to review assistant and associate professors. The Head and the program director meet with the professor to discuss the suggestions and recommendations made by the committee. The intent is to provide feedback to faculty members that is useful for her or his eventual promotion or tenure case.

A full professor in SIS will be elected by the SIS voting faculty for a three-year term of service on the CLA Area Committee. The SIS head and the elected representative participate in Area Committee discussions and voting. A candidate endorsed with a majority "yes" vote or the recommendation of the Dean goes forward to the University's Tenure and Promotion Committee.

The policies and criteria for SIS tenure and promotion correspond to Purdue University's policy and the College of Liberal Arts guidelines.

Purdue Promotion Policy and Form 36 with instructions can be found at <http://www.purdue.edu/provost/faculty/promotion.html>

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

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

College of Liberal Arts Policy can be found at <http://www.cla.purdue.edu/resources/policies-procedures/employment/promotion.html>

The College policy states: The Dean of the College determines the attendance policy for

138 the primary and area committee meetings. All eligible members participating in
139 promotion committee deliberation are required to vote on all candidates unless a conflict
140 of interest with a particular candidate has been identified. Submissions of a blank ballot,
141 recusals, or failure to cast a ballot are not regarded as votes.

142 SIS tenure and promotion procedures and guidelines apply only to faculty members hired
143 after Jan 1, 2014. Faculty hired prior to Jan 1, 2014 will be considered for tenure and
144 promotion in the CLA department or school associated with their initial appointment.
145 Those procedures are specified above.

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147 Under unusual circumstances an individual faculty member whose fulltime or three-
148 quarter time position is in a CLA interdisciplinary program may petition the CLA Dean
149 and the Department Head to move the tenure or promotion decision from a department or
150 school to SIS.