MEMORANDUM

TO: Academic Colleges and Schools

FROM: S. Laurel Weldon, Interim Vice Provost for Faculty Affairs

DATE: August 15, 2014

RE: Outline of changes for 2014-2015 promotion and tenure process documents

The sections below were changed to reflect updates to our policies, procedures and best practices. These include changes required by the new policy on promotion of clinical faculty as well as discussions of the Faculty Affairs committee of the Senate. Please contact our office with any questions or concerns.

Excerpt sections from Provost's memo and Form 36 instructions below.

Provost Memo (Page 4)
The Form 36 shall contain at least the following items: name and PUID of the nominee, proposed rank and title, present rank and title, previous Purdue University rank and title, penultimate year (if applicable) and academic record. For faculty who remain in consideration for promotion beyond the Primary Committee level, additional documentation should contain, basis of nomination, prior experience, teaching assignments and evaluations of performance, any curricular innovations or special activities which may have contributed to teaching effectiveness, research responsibilities and achievements, extension and engagement assignments and evaluation of performance, scholarly work in progress, publications, administrative and committee responsibilities, other pertinent activities (membership and positions held in professional societies, consultation, committee and public service, etc.), prospects for future development, comments and recommendations by the department head, reference letters, and the vote of the primary committee and area committee where applicable.

Provost Memo (Page 5)
Panel B shall consist of the Provost as chair, three academic deans from schools/colleges employing clinical/professional faculty, and six faculty members. The Provost shall nominate three of these faculty from Panel A of the University Promotions Committee. The remaining three faculty, either tenure-track or clinical/professional professors, shall be nominated by the University Senate Nominating Committee and appointed by the President for three-year terms. For more information on the updated policy and procedures for promoting clinical faculty, see the policy on Clinical/Professional Faculty Appointment and Promotion (VI.F.10) and the associated Procedures for Appointing and Promoting Clinical/Professional Faculty.
Form 36 Instructions (Section B: LEARNING)

If the candidate is being proposed for excellence in teaching, the following topics will be useful in listing supporting data. Obviously, not every topic will apply.

1. Courses taught during past three years (course numbers and titles) and any associated evaluations
2. Courses for which he/she has administrative or supervisory responsibility during past three years
3. Contributions in course and curriculum development
4. Preparation of instructional materials (textbooks, laboratory manuals, statements of course objectives, student outlines, visual aids, etc.)
5. Experimentation in teaching methods and techniques
6. Special activities, which have contributed to teaching effectiveness
7. Participation in summer institutes and other programs
8. Recognition received from students and other evidence of impact on students
9. Other evidence of teaching excellence.

In addition to such factual data, Item 9 and/or Item 11 on Form 36 should carry statements intended to evaluate the nominee’s teaching along with his/her prospects for future development as a teacher. **Note that “special activities that relate to teaching effectiveness” could include involvement in supervising internships or overseeing student research, participating in study abroad or other experiential learning initiatives, as well as involvement in extra-curricular activities and mentoring.** Undocumented, anecdotal comments about teaching expertise should be kept to a minimum.