

Structure of Faculty Promotion Committees for Purdue West Lafayette

Effective date: July 25, 2025

I. For Tenure-Track and Tenured Faculty:

1. Primary Committee

a. For Purdue West Lafayette Faculty:

Primary Committees are chaired by the school, division, or department head/chair, who serves as a non-voting member unless the number of members on the committee is less than seven. Membership is comprised of all tenured faculty members in the respective administrative unit (see note below). The committee must consist of at least five tenured faculty members for cases of promotion to associate professor, and five professors for voting on cases of promotion to professor. When this minimum number is not available in the candidate's unit, then additional tenured faculty members are appointed by the chair of the Area Committee to which the Primary Committee reports, following consultation with the appropriate department head. The Provost, dean of Libraries and School of Information Studies, dean of the Honors College, and the academic deans may not be voting members of any Primary Committee.

Department heads with faculty members who have joint appointments should follow college guidelines for evaluating joint-appointed faculty. In units that lack college guidelines for this process, please consult with the Office of the Provost on these cases.

b. For University Tenure in Indianapolis Faculty:

There are two Primary Committees structured around disciplinary areas for faculty with the tenure home of University Tenure in Indianapolis: one for all technology faculty, and one for all engineering and computer science faculty. The Primary Committee for the technology disciplinary area is chaired by the associate dean for faculty affairs for the Purdue Polytechnic Institute. The Primary Committee for the engineering and computer science disciplinary area is chaired by the associate dean for faculty affairs for the College of Engineering. The chair of the Primary Committee serves as a non-voting member. Membership for each Primary Committee is comprised of all Tenured professors with the tenure home of University Tenure in Indianapolis in the relevant disciplinary area. The committee must consist of at least seven associate or full professors holding University Tenure in Indianapolis for cases of tenure and promotion to associate professor, and at least seven full professors holding University Tenure in Indianapolis for cases of promotion to professor. When this minimum number is not available in the candidate's disciplinary area, additional Tenured professors from Purdue West

Lafayette disciplinary areas are appointed by the chair of the Area Committee to which the Primary Committee reports, following consultation with the appropriate department head and associate dean for faculty affairs.

2. Area Committee

a. For Purdue West Lafayette Faculty

Each college's Area Committee is chaired by its dean, who serves as a non-voting member. Membership is comprised of:

- 1) One tenured faculty member at the rank of professor from each school or department, appointed by the dean; and
- 2) Tenured faculty members at the rank of professor elected by the voting faculty of the applicable college/school in accordance with procedures established by that faculty.

If specified by college/school by-laws, Area Committees may include associate deans as ex-officio (non-voting) members only. At least a third of the membership of each Area Committee consists of tenured faculty members without administrative responsibilities. In no case may the number of faculty members without administrative responsibilities be fewer than two. The membership of the Area Committee of the Libraries and School of Information Studies will have a different composition due to its unique academic role.

b. For University Tenure in Indianapolis Faculty

The Area Committee for faculty with the tenure home of University Tenure in Indianapolis is chaired by the Senior Vice Provost for Purdue in Indianapolis, who serves as a non-voting member. Membership is comprised of eight voting members as follows:

1. The chairs of the two Primary Committees for faculty with the tenure home of University Tenure in Indianapolis; and
2. Three Tenured faculty members at the rank of professor from each Primary Committee, elected by the voting faculty for each disciplinary area, in accordance with procedures established by Tenured faculty in each disciplinary area who hold the tenure home of University Tenure in Indianapolis. If a Computer Science faculty member is being considered for promotion, one of the Area Committee members must be from Computer Science. At least one-third of the membership of the Area Committee consists of Tenured faculty members without administrative responsibilities.

3. Campus Promotions Committee (Panel A)

The Campus Promotions Committee (Panel A) is chaired by the Provost, who serves as a non-voting member, and consists of all academic deans, the dean of Libraries and School of Information Studies, one tenured professor from each academic college and Purdue Libraries, and a number of additional at-large tenured faculty members so that there are equal numbers of administrators and faculty members without administrative appointments on the committee. Faculty representatives are selected by each academic

college and Purdue Libraries for three-year terms following a college-specific process. The reappointment terms for these faculty members will be staggered across colleges to reduce turnover in any given year.

The dean of each college is responsible for determining and overseeing the process for selection of the college's representatives from among all tenured full professors in good standing. Each college should identify:

- 1) A primary representative
- 2) An alternate representative who will serve in place of the primary in situations when the primary is unable to serve, and
- 3) An at-large candidate for filling one of the at-large representative roles.

The Senate's Nominating Committee will select the at-large representatives (and alternates) from among the at-large candidates identified by each college. At-Large representatives serve for three-year terms. In the event that an at-large representative cannot serve on Panel A, the corresponding alternate at-large representative will serve in place of that at-large representative.

For consideration of promotion and tenure cases for faculty holding University Tenure in Indianapolis, Panel A will be augmented by the Senior Vice Provost for Purdue in Indianapolis and one tenured full professor, in good standing, holding University Tenure in Indianapolis, selected by a process overseen by the Senior Vice Provost in Indianapolis, similar to that for the colleges. Both individuals will have voting rights for University Tenure in Indianapolis cases only.

If a vacancy occurs that must be filled when convening a college committee or the University Senate Nominating Committee is difficult or impossible, the President, in consultation with the University Senate chair, may appoint a tenured professor as the replacement, ensuring that every college is represented. The Vice Provost for Faculty Affairs is invited to attend Panel A sessions as a non-voting advisor to the Provost.

As described in [Procedures for Granting Academic Tenure and Promotion](#), it is in the best interest of the University and faculty that full and frank discussions occur during the deliberations of Promotion Committees. The confidentiality of remarks made at such meetings should, therefore, be carefully preserved. Recommendations against promotion may be discussed with the faculty member affected, as described in Procedures, in a discreet manner and without undue delay, by the appropriate department head or dean. Faculty will be advised of their promotion progress by their department head after the Primary Committee and by their dean or their designee after the Area Committee and Campus Promotions Committee meetings. Official notice will be sent to promoted faculty members after the President and the Board of Trustees approve the promotions.

Other than the requirements stipulated above, attendance requirements and the specific rules governing the meaning of participation for the members of the Primary, Area, and Campus

Promotions Committees are determined by the committee chair or an academic officer with authority commensurate with or higher than the committee level, in consultation with committee members.

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

II. For Clinical/Professional Faculty

Primary Committee

[Primary Committees](#) are chaired by the school, division, or department head/chair, who serves as a nonvoting member unless the number of members on the committee is less than seven. Membership is comprised of all Tenured Faculty in the respective administrative unit (see note below). The committee must consist of at least five Tenured Faculty members for cases of promotion to associate professor, and five Tenured Professors for voting on cases of promotion to professor. When this minimum number is not available in the candidate's department, additional Tenured Professors are appointed by the chair of the Area Committee to which the Primary Committee reports, following consultation with the appropriate department head. The Provost, dean of Libraries, and the academic deans may not be voting members of any Primary Committee.

In addition to the above composition requirements, at least one Clinical/Professional Faculty member at the professor level must sit with the Primary Committee when Clinical/Professional Faculty are considered for promotion to professor. At least one Clinical/Professional Faculty at the professor or associate professor level must sit with the Primary Committee in reviewing the promotion of Clinical/Professional Faculty instructors and assistant professors. When this minimum number of Clinical/Professional Faculty is not available in the candidate's department, additional Clinical/Professional Faculty full and/or associate professors shall be appointed by the chair of the Area Committee to which the Primary Committee reports, following consultation with the appropriate department head. The committee chair may choose, or the college guidelines may specify, that more than one, or all, qualified Clinical/Professional Faculty member(s) join the primary committee when it considers Clinical/Professional promotion cases. These ad hoc members are entitled to participate in the discussions, and to vote on these cases.

Department heads with faculty members who have joint appointments should follow college guidelines for evaluating joint-appointed faculty. Units that lack college guidelines for this process should consult with the Office of the Provost on these cases.

Each college's [Area Committee](#) is chaired by its dean, who serves as a non-voting member. Membership is comprised of:

- 1) One Tenured Faculty member at the rank of professor from each school or department, appointed by the dean, and
- 2) Tenured Faculty members at the rank of professor elected by the voting faculty of the applicable college/school in accordance with procedures established by that faculty.

If specified by college/school by-laws, Area Committees may include associate deans as ex-officio (nonvoting) members only. At least a third of the membership of each Area Committee consists of Tenured Faculty members without administrative responsibilities. In no case may the number of faculty members without administrative responsibilities be fewer than two. In addition to the above composition requirements, at least one Clinical/Professional Faculty member at the Professor level, chosen as per college guidelines, must sit on the Area Committee when Clinical/Professional Faculty are considered for promotion. The membership of the Area Committee of the Libraries will have a different composition due to its unique academic role.

The Campus Promotions Committee for review of Clinical/Professional cases (Panel B) is chaired by the Provost, who serves as a non-voting member. Membership is comprised of:

- 1) Three academic deans from schools/colleges employing Clinical/Professional Faculty,
- 2) Six faculty members.

The Provost shall nominate three of these faculty from Panel A of the University Promotions Committee. The remaining three faculty shall be nominated by the University Senate Nominating Committee from a slate of candidates holding the rank of Clinical/Professional Professor. These Nominees are appointed by the President for three-year terms. The slate consists of one candidate from each college with Clinical/Professional faculty. The dean of the college is responsible for determining and overseeing the process for identifying the college's candidate from among clinical/professional faculty in good standing. The Vice Provost for Faculty Affairs is invited to attend Panel B sessions as a non-voting advisor to the Provost. For more information on the updated policy and procedures for promoting Clinical/Professional 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](#).

It is in the best interest of the University and faculty that full and frank discussions occur during the deliberations of Promotion Committees. The confidentiality of remarks made at such meetings should, therefore, be carefully preserved. Recommendations against promotion may be discussed with the faculty member affected, as per Procedures, in a discreet manner and without undue delay, by the appropriate department head or dean. Faculty will be advised of their promotion progress by their department head after the Primary Committee and by their dean or their designee after the Area Committee and University Promotions Committee meetings. Official notice will be sent to promoted faculty members after the President and the Board of Trustees approve the promotions.

Other than the requirements stipulated above, attendance requirements and the specific rules governing the meaning of participation for the members of the Primary, Area, and Campus Promotions Committees are determined by the committee chair or an academic officer with authority commensurate with or higher than the committee level, in consultation with committee members.

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

III. For Research Faculty

The Primary and Area Promotion Committee compositions vary based on the hiring and primary appointment unit for the Research Faculty candidate being considered for promotion as follows:

1. Research Faculty appointed in colleges are reviewed for promotion by the Primary and Area Committees of their academic home unit (the composition of which is described here: <https://www.purdue.edu/provost/faculty/promotion/promotion-committee-structure.html>), augmented as follows:
 - i. At least one Research Faculty member at the rank of professor within the appropriate discipline serves on the Primary and Area Committees when Research Faculty are considered for promotion to professor.
 - ii. At least one Research Faculty member at the associate professor or professor level within the appropriate discipline serves on the Primary and Area Committees when Research Faculty are considered for promotion to associate professor.
 - iii. When the minimum number of Research Faculty is not available in the candidate's department for the Primary Committee, the chair of the Area Committee to which the Primary Committee reports appoints a Research Faculty member of another department, following consultation with the appropriate department head. In cases where no appropriate Research Faculty at the associate professor or professor level are employed on the campus considering the case for promotion, the standing Primary or Area Committees conducts the review.
 - iv. Department heads with faculty members who have joint appointments should follow college guidelines for evaluating joint-appointed faculty. Units that lack college guidelines for this process should consult with the Office of the Provost on these cases.
2. Research Faculty appointed in Discovery Park District (DPD) centers/institutes are reviewed for promotion by Primary and Area Committees structured as follows:
 - i. The Primary Committee for a DPD center/institute is chaired by the director of the DPD center/institute, who serves as a non-voting member unless the number of members on the committee is less than seven. Membership is comprised of all Research Faculty of higher rank in the respective DPD center/institute. The committee must consist of at least five Research Faculty at the associate or professor ranks for cases of promotion to the Associate Research Professor rank, and

- five Research Faculty at the professor rank for cases of promotion to the Research Professor rank. When this minimum number of Research Faculty is not available in the candidate's DPD center/institute, additional Research Faculty or tenured faculty of higher rank are appointed by the chair of the Area Committee to which the Primary Committee reports, following consultation with the appropriate DPD center/institute director.
- ii. The Area Committee for a DPD center/institute is chaired by the EVPR or VP for DPD, who serves as a non-voting member. The committee must consist of at least five voting members. Membership of the DPD Area Committee is comprised of 1) each DPD center/institute director with a Research Faculty member being considered for promotion, and 2) Research Faculty members at the rank of professor, including those from the centers/institutes with a Research Faculty member being considered for promotion. Each DPD center/institute will vote to select their Research Professor nominee to represent them on the Area Committee. The Chair of the Area Committee will select an additional Research Faculty member from the center nominees so that the number of Research Faculty on the Area Committee exceeds the number of DPD center/institute directors by one. When this minimum number of Research Faculty is not available in DPD, additional Research Faculty or tenured professors are appointed by the chair of the Area Committee so that the number of professors on the committee exceeds the number of DPD center/institute directors by one.

The Campus Promotions Committee for review of Research cases (Panel C) is chaired by the Provost, who serves as a non-voting member. Membership is comprised of the Executive Vice President for Research (ex officio), two academic deans or associate deans from colleges/schools that employ Research Faculty, three faculty members appointed by the Provost from the University Promotions Committee Panel A, and three Research Professors appointed by the Provost. The Vice Provost for Faculty Affairs is invited to attend Panel C sessions as a non-voting advisor to the Provost.

It is in the best interest of the University and faculty that full and frank discussions occur during the deliberations of Promotion Committees. The confidentiality of remarks made at such meetings should, therefore, be carefully preserved. Recommendations against promotion may be discussed with the faculty member affected, as per Procedures, in a discreet manner and without undue delay, by the appropriate department head or dean. Faculty will be advised of their promotion progress by their department head or center/institute director after the Primary Committee and by their dean or EVPR, or their designee, after the Area Committee and University Promotions Committee meetings. Official notice will be sent to promoted faculty members after the President and the Board of Trustees approve the promotions.

Attendance requirements and the specific rules governing the meaning of participation for the members of the Primary, Area, and Campus Promotions Committees are determined by the committee chair or an academic officer with authority commensurate with or higher than the committee level, in consultation with committee members.

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