PURDUE UNIVERSITY | Office of the Provost

To: Tenured, Tenure-Track, Clinical/Professional/Teaching Faculty
From: Patrick Wolfe, Provost
Date: June 15, 2026
Subject: West Lafayette Campus Promotion Policy – Clinical/Professional/Teaching Faculty

This memorandum has been prepared for the purpose of informing the members of the Clinical/Professional/Teaching (CPT) Faculty of Purdue University, and their promotion committees, of the policies and procedures that are followed in recommending them for promotion to higher academic rank. We continue to operate under the policies and procedures for Clinical/Professional faculty that were approved in 2014 and revised in 2022, as posted on the Office of the Provost promotions website: https://www.purdue.edu/academics/faculty-affairs/promotion/. Faculty are encouraged to carefully read these documents on the website. In addition, individual college procedures and criteria for the promotion of Clinical/Professional faculty are critically important and should be consulted.

SECTION I
GENERAL CRITERIA FOR PROMOTION

Purdue University values CPT faculty activity and impact in many forms. These include teaching and learning in its many forms, engagement in its many forms, including extension and outreach, and scholarship related to all of these. The diversity of the academic enterprise in a land-grant institution such as Purdue University is to be taken into account when promotions are considered. To be considered for promotion, a CPT faculty member should have demonstrated excellence in teaching or engagement and related activities, and scholarly productivity in one of those areas. As described in the University and unit promotion criteria documents, performance in any of these areas should be evaluated not on the basis of any single indicator, but rather by considering multiple elements as part of a holistic assessment. Many examples of excellence in faculty activities across missions exist and must be recognized by members of the successive committees on promotion. Colleges, and some schools and departments, have developed more detailed criteria specific to their disciplines for CPT Faculty. In addition, each college has developed recommendations for documenting mentoring activities, and these guidelines should be made available to faculty.

As we evaluate the teaching impact of candidates, note that the structure and content of the student on-line evaluations of teaching were changed as the result of a 2017-19 review process. In addition, during the first semester of the pandemic (spring 2020), we did not collect any summative student evaluations of teaching. In the 2020-21 AY we collected evaluations in both semesters, using the new format, but the results of these student responses must be put into the context of that year's challenging teaching conditions. Thus, the data available from student on-line evaluations are not consistent with past data, and will be different from 2020-21 forward. This change, and the teaching environment created by the pandemic, emphasizes the need to adhere to university criteria, which state that the evaluation of teaching in promotion should be holistic and not dependent on single metrics.

THE FACULTY REVIEW SYSTEM

The promotion requirements are intended to guide all academic units of the University. Throughout the entire promotion process, Primary, Area, and Campus Promotions Committee members respond to each

promotion document individually, interpreting achievements described in the nominating documents in the light of standards and criteria appropriate for the nominee's discipline and the college and University criteria for promotion. In the course of these evaluations, the give-and-take of full and confidential discussion is a critical element to informing each committee member of the candidate's accomplishments. To this end, and with the unanimous support of the University Senate Faculty Affairs Committee, only those promotion committee members present for the entire discussion of a candidate's record shall be extended the privilege of voting (Faculty Affairs Committee Meeting Minutes, March 2, 1998). Additional information about Purdue's promotion process is included in Section III of this document and in the documents on the Promotion and Tenure website.

Faculty growth, productivity, and success require that Primary Committee chairs actively and annually convey, to each colleague who is not a full professor, what levels of performance and achievement are viewed favorably by the Primary and Area Committees. To facilitate this communication, all colleges must have written promotion criteria available to their faculty. Area Committee chairs or those appointed to chair the Area Committee, who have an active role on the Campus Promotions Committee, have corresponding obligations to convey university expectations to the members of their Area Committees.

Since 2021, in response to the broad and varied effects of the pandemic on faculty work, candidates for promotion continue to have the option of including in their President's Office Form 36 Part II a Professional COVID Impact Statement. The guidelines for composing and interpreting the Statement, and language to provide to external reviewers, are found in the Guidelines document circulated to faculty, Heads, and Deans on March 8, 2021, and also found here: Assessment of Productivity During The COVID Pandemic.

SECTION II
PROMOTION TO DIFFERENT RANKS

Clinical/Professional/Teaching Faculty

Promotion to Clinical/Professional/Teaching Assistant Professor

A Clinical/Professional/Teaching Instructor may be promoted to Clinical/Professional/Teaching Assistant Professor upon attaining the level of professional accomplishment which would have justified appointment as an assistant professor. The relevant required degrees, qualifications, specialty certifications, and experience shall be determined by the appointing department. Successful candidates for promotion must exhibit expertise in Clinical/Professional practice and be qualified to participate in the education and/or engagement program of the department. They also must have a primary commitment to assist the college/school in meeting its programmatic need for Clinical/Professional services and instruction.

Promotion to Clinical/Professional/Teaching Associate Professor

Required degrees, qualifications (e.g., certification), or experience shall be determined by the appointing department. Successful candidates for promotion must demonstrate evidence of excellence in teaching and/or engagement, and/or Clinical/Professional practice, and have a primary commitment to assist the college/school in meeting its programmatic needs for clinical/professional services and instruction. They also are expected to have accomplishments or potential for national prominence in their fields.

Promotion to Clinical/Professional/Teaching Professor

Successful candidates must demonstrate an extremely high level of professional accomplishment in teaching, engagement, service, and/or Clinical/Professional practice, and must be recognized by their peers at the national level.

SECTION III
GENERAL PROCEDURE

Before or during the first semester of each academic year, the head of each school, division, or department shall convene the Primary Committee, the composition of which is described below. The department head shall act as chair of the Primary Committee.

Although university procedures do not set an exact timetable for CPT faculty promotion reviews, they do state that the review "frequency occurs on a timetable similar to that for tenure track faculty." This suggests 5-7 years, but should be specified at the college level. Refer to the Operating Procedures for the nomination process.

A Nomination for Promotion Form (President's Office Form 36) must be submitted for all for CPT Faculty who are nominated for promotion to Clinical/Professional/Teaching assistant professor, associate professor, or to professor and receive a majority affirmative Area Committee vote. For more detail on completion of Form 36; the promotion policy, procedures, and criteria; and accompanying documentation, see the Office of the Provost website. Form 36 and the corresponding instructions incorporate the new requirements for promotion set forth in Indiana law.

In addition, the unit promotion criteria applied by the Primary Committee should be appended to the end of each promotion document.

A candidate should be given the opportunity to help create and review their President's Office Form 36, Part II, and may receive a copy of any document (with confidential statements omitted) that will be submitted to the Primary, Area, and/or Campus committee(s). It is the right of the candidate to have included in their promotion document whatever the candidate chooses to add, including the candidate's own brief (one page) comments about excellence, creative activity, and scholarship in teaching/learning and/or engagement, each as appropriate. The candidate should also include documentation of mentoring within the scholarship, teaching/learning, and service or engagement sections, again as appropriate. Candidates may also choose to include specific instances of external events beyond their control that have materially impacted their productivity and progress. Candidates and units are encouraged to keep documents to a maximum length of 100 pages (or less). If needed, additional supporting material may be linked to the promotion document.

The information in the promotion document must be accurate before sending it to external reviewers or submission to the Primary Committee. While this is the responsibility of the candidate, senior faculty or heads assist in developing the document and they should check on items such as status of publications or role in grant awards where there is any uncertainty with the item.

External evaluation letters are desirable for promotion of Clinical/Professional/Teaching faculty. However, a combination of internal and external letters is acceptable and may be more appropriate, depending on the duties of the position. A minimum of 3 letters is expected. External letters should be sought from peer or aspirational peer universities. Examples of the peer and aspirational peers include members of the Association of American Universities (AAU) and leading international institutions. Letters may also be sought from faculty members at top academic programs from other institutions, and from preeminent experts at other institutions, although justification in the form of expertise credentials is expected in the latter case. For faculty with engagement appointments, letters from key stakeholders/stakeholder

organizations are also appropriate. Documentation should be included stating whether a letter writer was suggested by the candidate or by the department/school, or both.

It is essential to obtain unbiased external evaluations, so the letters should come from distinguished scholars/evaluators who are not: the candidate's thesis advisor (M.S. or Ph.D.) or postdoctoral advisor; a business or professional partner; any family relation such as a spouse, sibling, parent, or relative; a collaborator on a substantive project, book, article, paper, or report within the last 24 months. An exception to the latter would be a letter from a collaborator, clearly identified, who can help to define and evaluate the candidate's role in major collaborative work, as per section IV.B.6 of the Procedures document.

It should be noted to external reviewers, under Purdue University policies, that their reply will be held in confidence to the extent permitted by law. The following statement should be included in all external evaluation letter requests:

> *Candidates may request a summary of all evaluations in their file; however, sources remain confidential. We cannot guarantee that at some future time a court or government agency will not require the disclosure of the source of confidential evaluations. Purdue University will endeavor to protect the identity of authors of letters of evaluations to the fullest extent allowable under law.*

If a promotion document includes a Professional COVID-19 Impact Statement, then this language should be included in the letter to the external reviewers:

> *Purdue University acknowledges the differential and negative impacts that the COVID-19 pandemic may have had on faculty career development. In carrying out decisions about promotion and tenure, we will evaluate each candidate's research, teaching, service, and engagement activities within the context of the pandemic. To this end, candidates have had an opportunity to include in their document a Professional COVID-19 Impact Statement, which documents how the pandemic has affected their professional accomplishments in discovery, teaching, and engagement, as well as their service obligations. To assist in your evaluation, we include this statement in the promotion document with which you have been provided. It presents information about what obstacles were faced by this candidate during the COVID year and how they overcame them, and helps to put their impact during that year into the context of what was possible.*

Finally, tracking the number of solicited reviewers who decline or fail to provide letters and/or recording their stated reasons for not writing does not provide relevant, useful information about the quality of the candidate's case. Thus, such information should not be part of the document.

SECTION IV
STRUCTURE OF PROMOTION COMMITTEES

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 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 for CPT Faculty member at the professor level must sit with the Primary Committee when for CPT Faculty are considered for promotion to professor. At least one for CPT Faculty at the professor or associate professor level must sit with the Primary Committee in reviewing the promotion of for CPT Faculty instructors and assistant professors. When this minimum number of for CPT Faculty is not available in the candidate's department, additional for CPT 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 for CPT Faculty member(s) join the Primary Committee when it considers for CPT 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 (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. In addition to the above composition requirements, at least one for CPT Faculty member at the Professor level, chosen as per college guidelines, must sit on the Area Committee when for CPT 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 for CPT 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 Campus Promotions Committee. The remaining three faculty shall be nominated by the University Senate Nominating Committee from a slate of candidates holding the rank of for CPT Professor. These Nominees are appointed by the President for three-year terms. The slate consists of one candidate from each college with for CPT 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 (VPFA) 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.

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.

Given the sensitive and confidential nature of discussions, all promotion committee meetings that discuss and vote on nominations for promotion require in person attendance. Exceptions need approval of the chair of the committee and the VPFA or Vice Chancellor for Academic Affairs (VCAA).

Faculty on leave or sabbaticals are not precluded from attending (in person) and voting in promotion committee meetings which they belong to. Non-voting members should be limited to one faculty member to assist with running the meeting and/or clarifying policy. Exceptions need approval of the chair of the committee and the VPFA or VCAA.

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.

A final version of the promotion document should be shared with the Primary Committee at least two weeks before the Primary Committee meeting. If factual errors or inaccuracies were identified or additional external letters received during the two-week review period, a revised document must be shared 24 hours prior to the Primary Committee meeting. The promotion documents are frozen with no other changes 24 hours prior to the Primary Committee meeting. Any new accomplishments or updates occurring after the document is frozen should be communicated by the head and/or dean/EVPR. Colleges may adopt earlier time frames to share and/or freeze promotion documents however, any deviations from these timelines must provide Primary Committee members with a reasonable timeframe for review and corrections. Refer to the Operating Procedures for Granting Academic Tenure and Promotion for additional information.

Relevant Policies, Procedures and Criteria

Policy on Clinical/Professional Faculty Appointment and Promotion (VI.F.10)
http://www.purdue.edu/policies/human-resources/vif10.html

Appointing and Promoting Clinical/Professional Faculty https://www.purdue.edu/provost/procedures-clinical/

Structure of Faculty Promotion Committees for Purdue West Lafayette:
https://www.purdue.edu/academics/faculty-affairs/promotion/promotion-committee-structure.html