Preamble
Consideration of faculty promotion is among the most important responsibilities of tenured faculty members. The decisions that the primary committee makes regarding promotion and tenure will affect the quality and activities of the faculty, and the reputation of the department, for many years into the future.

General Guidelines for Promotion
A successful candidate must demonstrate a strong record of accomplishment in three categories: Discovery, Learning, and Engagement. In the Department of Biological Sciences, our primary emphasis is on Discovery, or in other words, novel and high quality scientific output from an ongoing, externally-funded scientific research program. In addition, successful candidates will demonstrate high quality teaching, effective mentoring, and collegial service.

DISCOVERY

Publications
There should be a consistent and continuous record of peer-reviewed publications with the promise of future publication. The publications should be commensurate with the years in rank. There should be strong evidence of independent research and a record of accomplishment in research performed at Purdue. There is an expectation that such publications will include journals judged to be within the top tier of the candidate’s field of study (based on the Mentoring Subcommittee and expert reviewer evaluations). Publications for which the candidate is the primary author should be designated by an asterisk. “In preparation” or “submitted” papers are not to be listed or used to support promotion. “In revision” papers may be listed but in such cases editorial decision letters should be provided to the primary committee. Publication of books or major review articles in the scientific discipline may likewise reflect positively on the candidate’s reputation in their field and should be listed separately.

Funding
It is expected that the candidate has a proven track record of external funding appropriate for their field of study and the award(s) should be sufficient to support their research program, including personnel. If the candidate is involved in collaborative research, the role of the candidate’s lab in the research, as well as the proportion of each award that is allocated to the candidate’s lab, must be clearly described.

Invited talks
The candidate should demonstrate recognition within his or her field of expertise through invitations to speak about their scholarly activities from high ranking programs or meetings in their field. Short podium presentations or poster presentations at conferences, when selection is based on open abstract submissions, can be included in the dossier as proof of engagement, but these are considered distinct from an invited talk.

Patents
The College of Science values patents as evidence of originality in technical development, and for this reason the metric should be included when applicable. However, the awarding of patents is uncommon in many subdisciplines of biology and thus is not an expectation for promotion in our department.

External Letters
External letters represent an important component used to judge the scientific reputation of the candidate. Referee letters should come from top scholars in the field, preferably from individuals at top-tier research institutes and universities (Research Level 1). At least half of these letters should come from individuals not recommended by the candidate.
Expectations for Promotion to Associate Versus Full Professor

Promotion to associate professor with tenure
For promotion to associate professor with tenure, the candidate should have earned at least a national reputation in the field of study as documented by multiple publications in high ranking journals, funding, invited talks and external letters. There should be high potential for sufficient continued funding to conduct their research program for the foreseeable future. Extramural awards as a principal investigator are expected. Peer-reviewed publications that are independent of a prior mentor are expected in order to distinguish the individual from the work performed in the mentor’s lab. In cases where the prior mentor is a co-author, and for other papers in which the candidate is not the primary (or senior) author, the dossier should describe the specific contributions of the candidate and their lab (even if described in the paper).

Promotion to full professor
Promotion to full professor should show clear evidence that they are an international leader in their field. Candidates are expected to have independent funding, typically as the principal investigator on a major grant. Collaborative grants are also viewed positively. Promotion usually implies that there is little concern that the individual has the ability to acquire independent funding for many years in the future. Keynote and symposium presentations at major conferences are expected, and external reviewers should themselves have outstanding credentials and will include international colleagues, distinguished or named professors, National Academy members, institute directors, etc.

LEARNING

Teaching
The candidate must demonstrate commitment to the delivery of high quality instruction in service and/or core courses. This commitment can be recognized in different ways including, but not limited to, excellent-to-outstanding student teaching evaluations, receipt of teaching awards, development of new courses, creativity in course structure and/or student assessments, and attendance at teaching development workshops.

Mentoring
Mentoring of trainees is an important component of a faculty member’s responsibility. At the time of promotion, candidates for promotion with tenure are expected to have (or have graduated) one or more Ph.D. level graduate trainees. Moreover, each postdoctoral trainee and graduate student (including thesis M.S. level) will have, or be expected to earn, first authorship on a peer-reviewed publication from research undertaken in the candidate’s lab. The department views having undergraduates involved in the research program as an important component of student education and requires this to be documented in the dossier.

ENGAGEMENT

Service at Purdue University
All candidates are expected to serve on department committees. Promotion to full professor should additionally include service on college and/or university committees, with service on at least one committee that contributes to issues of department policy.

Professional service
Professional service is considered as evidence that the candidate is an active and contributing member in their field of study. An example of a professional service activity expected for promotion to associate professor with tenure is substantial grant and/or manuscript reviewing. Examples for promotion to full professor include in addition service on editorial boards of leading journals in their field and leadership roles in professional societies.

Leadership
Leadership at the home institution or in professional societies, organizing sessions at conferences, and chairing sessions are encouraged for those seeking promotion to full professor. Leadership in larger, collaborative research projects is also highly valued.