



DRAFT – For Discussion

Academic Tenure and Promotion (XXX)

Volume VI: Human Resources

Chapter F: Terms and Conditions of Employment

Responsible Executive: President

Responsible Office: Office of the Executive Vice President for Academic Affairs and Provost

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CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification	Vice Provost for Faculty Affairs	765-494-9709	www.purdue.edu/provost/about/staff.html
Campus Specific Questions	Calumet: Vice Chancellor for Academic Affairs	219-989-2202	webs.purduecal.edu/acadaffrs/staff/
	Fort Wayne: Vice Chancellor for Academic Affairs	260-481-6103	www.ipfw.edu/offices/oa/academic-affairs/

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North Central: Vice Chancellor for Academic Affairs	219-785-5332	www.pnc.edu/academic_affairs/staff2.html
West Lafayette: Vice Provost for Faculty Affairs	765-494-9709	www.purdue.edu/provost/about/staff.html

STATEMENT OF POLICY

As an institution of higher education with a commitment to excellence and a diversity of missions, Purdue University values creative endeavor, research and scholarship; teaching and learning; and engagement in its many forms, including extension and outreach. Tenure helps to ensure academic freedom and should promote creative, innovative pursuits. It brings with it both rights and responsibilities for faculty members as participants in furthering the missions of Purdue University.

Tenure is a matter of policy and not a legal obligation binding on the University. Tenure policies are subject to change by the Board of Trustees, and it follows that all appointments to the faculty are subject to such changes. It is the policy of the University to renew appointments of faculty members who have attained Tenured status, subject always to the availability of funds, the continuance of activities in the area of employment or the absence of circumstances that would otherwise entitle the University to terminate the appointment for cause.

Tenure is effective only at the particular campus of the University where it was acquired. However, when two campuses are merged, when a campus undergoes a name change, or some other organizational change is made, all tenured faculty will retain their tenure under the new campus name. Similarly, tenure-track faculty will continue to be tenure-track under the new campus name and the timing of their tenure clocks will not change.

Professorial Conduct

Purdue is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect; and encourages its members to strive to reach their fullest potential. To this end, all faculty members are expected to abide by the requirements of basic civility, treating all members of the university community (faculty, staff, students) with respect. They are also entitled to respectful treatment by these others. Faculty members are expected to be good departmental citizens, and particularly as they attain more senior ranks (Associate Professors and Professors), to assist in faculty governance and institutional development at multiple (department, college or university) levels. Nothing in this discussion of a faculty member's obligations of good citizenship in the university community should be construed to permit the denial of tenure or promotion to faculty on the

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basis that they have dissented from the judgments of colleagues and administrators. Criticism of and opposition to others' ideas or extant policy or proposals is not evidence of a lack of collegiality, and may in itself be important evidence of engagement and good citizenship in the University community. At the same time, the right of faculty to express dissent and to enjoy academic freedom must not be interpreted to allow professional misconduct or malfeasance nor should it be read as allowing faculty to obstruct the ability of colleagues to carry out their normal functions, to engage in personal attacks, or to violate ethical standards. This aspect of professorial comportment is part of meeting minimum thresholds in discovery, learning and engagement, and does not constitute a separate criterion for promotion (criteria are treated separately below). For example, good teachers treat students with respect while good departmental citizens treat other members of the department with respect.

Criteria for Tenure and Promotion

Purdue University's mission is to serve diverse populations of Indiana, the nation and the world through discovery that expands the frontiers of knowledge, learning that fosters the sharing of knowledge, and engagement that cultivates the application of knowledge. To be considered for Tenure and/or promotion, a faculty member must meet the minimum thresholds in each of the three mission areas – discovery, learning and engagement – as determined by the provost (and VCAA on regional campuses) in collaboration with the faculty on the relevant campus (see Related Documents, Forms and Tools section for links to each campus's Criteria for Recognition of Academic Achievement). The faculty member must have documentation of accomplishment and demonstrated excellence in at least one of the mission areas, with the understanding that, ideally, strength would be apparent in more than one. Tenure is acquired only as a result of positive action and never by default.

- Promotion to associate professor: Tenure is acquired on promotion to this rank, unless otherwise specified (see below for discussion of promotion without tenure). A successful candidate will have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.
- Promotion to Professor: Successful candidates are recognized as authorities in their fields of specialization by external colleagues – regional, national and/or international as may be appropriate in their academic disciplines and campuses – and be valued for their intramural contributions as faculty members.

Eligibility

Full-time faculty members who hold the rank of professor, associate professor, assistant professor or instructor are eligible for Tenure. Also eligible for Tenure are professors, associate professors and assistant professors in designated Tenure-track positions who hold part-time appointments of not less than 50% of full-time and whose duties include the normal responsibilities of full-time faculty members, including teaching, research and outreach.

In certain cases Tenure may be granted upon appointment to the faculty. In all other cases, Tenure-track faculty members are allowed a Probationary Period in which to work toward

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attainment of Tenure. The Procedures for Granting Academic Tenure and Promotion provide details regarding new appointments with Tenure and requests to extend the Probationary Period.

Review Procedures

The Tenure and promotion process is fundamentally a system of faculty review. The University is committed to the promotion of excellent faculty, using the highest standards of fairness and equity in the evaluation process. Candidates are subject to a multi-stage review by faculty and professional peers. Tenure and promotion ultimately are granted by the Board of Trustees upon recommendation of the President. The associated Procedures for Granting Academic Tenure and Promotion provide detailed steps for the process. Changes to the procedures may be made by the Provost, in consultation with the Chancellors. Changes to the standards applied on each campus may be made by the Provost (WL) or Chancellors (regional campuses) in consultation with the faculty senate.

REASON FOR THIS POLICY

This policy describes the criteria and procedures for attaining Tenure and promotion at Purdue University.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

Tenured Faculty Members

Non-Tenured Faculty Members who are eligible for Tenure

EXCLUSIONS

The following positions are not eligible for Tenure:

- Limited-term lecturers
- Continuing lecturers
- Clinical/Professional faculty
- Research faculty
- Visiting faculty
- Affiliate faculty
- Administrative officers
- Administrative titles including the phrase “with the rank of”

Some of these positions may be eligible for promotion.

RESPONSIBILITIES

President

- Receive nominations for promotion from the Provost and Chancellors and forward recommendations to the Board of Trustees for approval.

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Provost

- Administer this policy (PWL); Review, Update and Improve associated procedures, as appropriate; On regional campuses, administer this policy and associated procedures in consultation with the Vice-Chancellors of Academic Affairs. On all campuses, all changes to this policy and associated procedures are to be made in consultation with the faculty, ordinarily, through the faculty senate.
- Review and forward recommendations for promotion to the President.
- Monitor progress of Tenure-track faculty as reported by deans (PWL) or Vice-Chancellors for Academic Affairs (regionals).
- Review and make a determination on requests for faculty members in the final year of their Probationary Period to be reviewed for Tenure (PWL).

Vice Provost for Faculty Affairs (PWL)

- Attends the Campus Committee meeting in an advisory capacity
- Review and make a determination on requests for faculty members (PWL) to extend their Probationary Period.

Chancellor

- Review and forward recommendations for promotion on his/her campus to the Provost.

Vice-Chancellor for Academic Affairs (Regional)

- Review and forward recommendations for promotion on his/her campus to the Chancellor.
- Review and make a determination on requests for faculty members to extend their Probationary Period.

Dean

- Establish college/school policies and procedures for promotion within the faculty ranks in collaboration with the faculty.
- Communicate the approved policies and procedures to directors and department head/chairs within their area.
- Establish attendance requirements for members of Primary Committees.
- Advise Tenure and promotion candidates of their progress following both the Area and Campus Promotions Committee reviews.
- Inform Tenure-track faculty of the process for requesting an extension to the Probationary Period should relevant circumstances arise.

School/Department Head/Chair

- Assume responsibility for the professional development of faculty.
- Assure compliance with this policy and approved college, school and departmental policies and procedures.
- Conduct reviews with written feedback based on criteria determined by the department faculty.

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- Provide written feedback regarding progress toward promotion to assistant professors annually and associate professors at intervals not to exceed two years.
- Advise Tenure and promotion candidates of their progress following the Primary Committee review.
- Inform Tenure-track faculty of the process for requesting an extension to the Probationary Period should relevant circumstances arise.

Chair of Primary Committee

- Publish a timetable of deadlines and meeting dates prior to each academic year.
- Prepare a brief but substantive report on the discussion and vote for each candidate considered for Tenure and/or promotion.
- Determine whether to recommend candidates for tenure and promotion
- Present the case of any candidates recommended by the Chair of the primary committee or a majority vote of the faculty, or both, to the Area Committee for review.

Chair of Area Committee

- Establish attendance requirements for committee members.
- Prepare a brief but substantive report on the discussion and vote for each candidate considered for Tenure and/or promotion.
- Determine whether to recommend candidates for tenure and promotion

Chair of Campus Promotions Committee

- Prepare a brief but substantive report on any case in which the outcome of the Campus Promotions Committee decision deviates from the outcome of either the Primary or Area Committee.
- Make a recommendation for approval or non-approval of Tenure and/or promotion following the Campus Committee vote.

Candidate for Tenure and/or Promotion

- Submit dossier for review by Primary Committee in accordance with deadlines.
- If requesting an extension to the Probationary Period, do so within required timeframe.

Members of Primary, Area and Campus Promotions Committees

- Adhere to committee attendance requirements.
- Actively participate in discussions and vote on all candidates.
- Recuse himself/herself if a conflict of interest with a candidate arises.
- Maintain confidentiality of comments made during discussions of candidates.

Conflict of Interest

- Conflicts of interest may be financial (as defined in University policy), personal or professional. The Vice President for Ethics and Compliance determines whether a conflict of interest warranting recusal exists, and can be consulted for assistance in determining whether such a conflict exists.

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DEFINITIONS

All defined terms are capitalized throughout the document. Additional defined terms may be found in the central [Policy Glossary](#).

Primary Committee

The first-level committee tasked with reviewing candidates for Tenure and promotion. See Appendix A for the make-up of this committee on each campus.

Area Committee

A college/school-level committee (typically) that reviews recommendations from the Primary Committee. See Appendix A for the make-up of this committee on each campus.

Campus Promotions Committee

A standing, campus-level committee that reviews recommendations from the Area Committee. See Appendix A for the make-up of this committee on each campus.

Probationary Period

For full-time appointments, the period not exceeding:

1. Three years for professors
2. Four years for associate professors
3. Seven years for assistant professors and instructors

These maximum Probationary Periods include a one-year notice of non-renewal for those faculty members who are not successful in obtaining Tenure. **Faculty with part-time appointments for part or all of their contract may apply to the Provost to have their tenure clock adjusted to take this into account.**

Each year of a Probationary Period begins at the start of the academic year (typically August). Faculty members who start their positions in January through July begin their Probationary Period at the start of the subsequent academic year. Faculty members who start their positions well after the beginning of the academic year, but before January, may request an exception from the Provost (PWL) or VCAA (regionals) to begin their Probationary Period at the start of the subsequent academic year.

Tenure or Tenured

A status of continuous appointment granted to an eligible faculty member upon meeting the requirements set forth in this policy and its supplemental documents. Tenured appointments are subject to the policy on Terms and Conditions of Employment of Faculty Members.

RELATED DOCUMENTS, FORMS AND TOOLS

Academic Freedom, Responsibilities, and Tenure, and Procedures for Termination for Cause (Executive Memorandum No. B-48): www.purdue.edu/policies/human-resources/b-48.html

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Terms and Conditions of Employment of Faculty Members (Executive Memorandum No. B-50):
www.purdue.edu/policies/human-resources/b-50.html

Procedures for Granting Academic Tenure and Promotion: [insert URL]

Criteria for Recognition of Academic Achievement

- Calumet
- Fort Wayne
- North Central
- West Lafayette

Forms

- Appointment to the Faculty (President’s Office Form 19)
- Nomination for Promotion
- Request for Probationary Period Extension

WEBSITE ADDRESS FOR THIS POLICY

[University Policy Office will complete.]

HISTORY AND UPDATES

[Date TBD]: This policy supersedes all portions of the following policies pertaining to tenure and promotion: Principles and Policies for Academic Freedom, Responsibilities and Tenure, and Procedures for Termination of Faculty Appointments for Cause (Executive Memorandum No. B-48), dated July 1, 1977, and Terms and Conditions of Employment of Faculty Members (Executive Memorandum No. B-50), dated March 16, 1979.

Comment [OU1]: This text will be finalized when the final version of the policy is passed.

APPENDIX A

Tenure and Promotion Committee Make-Up by Campus

- I. Calumet
 - A. Primary Committee

Primary Committees are chaired by the department head as a non-voting member. If the department head does not have Tenure, he/she may not serve on the committee, and the committee will select its own chair, who will be a voting member. Voting membership is comprised of at least five Tenured faculty members, at the rank of associate professor or professor, selected in accordance with procedures established by the faculty of the school/department. Candidates for the rank of professor may only be reviewed by members of that rank. In instances where there are insufficient numbers within the school/department, members may be selected from outside the

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unit.

B. Area Committee

Area Committees are chaired by the dean of the college/school as a non-voting member. There are at least five voting members of the committee who are faculty members with Tenure at the rank of associate professor or professor. Candidates for the rank of professor may only be reviewed by members of that rank. The faculty of each college/school determines the procedures for selecting the members, with at least one voting member from each constituent department of the college/school, as applicable (the library is considered a department of the College of Liberal Arts and Social Sciences).

C. Campus Promotions Committee

The Campus Promotions Committee is chaired by the vice chancellor for academic affairs as a non-voting member. Membership is comprised of 1) the deans of each college/school, 2) one Tenured professor from each college/school, as nominated by the dean and appointed by the vice chancellor for two-year terms (half of which appointed each year), and 3) three additional Tenured professors without administrative appointment at the level of head or above, appointed by the vice chancellor to staggered two-year terms.

II. Fort Wayne

A. Primary Committee

Membership of Primary Committees is composed in accordance with procedure adopted by the faculty of the department/program and approved by the faculty of the college/school/division. All full-time, Tenure-track faculty members of the department have the opportunity to review and comment on each case for Tenure and/or promotion. The majority of the members must hold the same or a higher academic rank as the rank to which the candidate aspires.

B. Area Committee

Membership of Area Committees is composed in accordance with procedure established by the faculty of the college/school/division and approved by the campus faculty senate. Only Tenured faculty may serve on an Area Committee.

C. Campus Promotions Committee

The Campus Promotions Committee is chaired by the vice chancellor for academic affairs as a non-voting member. Membership is comprised of seven Tenured faculty members, a majority of whom hold the rank of professor or librarian, selected so as to provide balanced representation of the disciplinary areas. The seven voting members

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are elected to three-year terms, staggered in the first instance, by the vice chancellor for academic affairs and the two speakers of the campus faculty senate. The members are elected from a panel of nominees comprised of at least two representatives from each college/school/division, selected according to procedures adopted by the faculty of such units.

III. North Central

A. Primary Committee

Each Primary Committee is chaired by the dean of the college as a non-voting member. Membership is comprised of a maximum of 12 members, with at least one Tenured representative from each department in the college, as follows:

1. All Tenured professors and Tenured department chairs within the college.
2. Elected Tenured associate professors within in the college to complete a slate of nine members. If the nine-member limit cannot be met, all professors and Tenured associate professors from the college will serve on the committee.
3. Members of the committee will elect one Tenured member from each of the other three colleges to complete the slate of members.

B. Area Committee

The Area Committee is chaired by the vice chancellor for academic affairs as a non-voting member. Membership is comprised of all tenured faculty at the rank of professor. In the case where no member of the Area Committee has a faculty appointment in the discipline of one or more of the candidates for Tenure and/or promotion, the committee may seek nominations for a presenter to meet with the Area Committee for the said discipline as defined in Administrative Memorandum No. 3-97, "Area Committee Presentations," dated September 12, 1997.

C. Campus Promotions Committee

The Campus Promotions Committee is chaired by the Chancellor, who serves as a non-voting member. Membership is comprised of the deans, the vice chancellor for academic affairs, the chair of the campus faculty senate and one tenured faculty member with the rank of professor from each college elected by the Tenured faculty of that college. Should any dean not hold the rank of professor, a tenured faculty member at rank of professor from that college will be elected by its Tenured faculty to serve in the dean's place. Should the chair of the senate hold the rank of assistant professor, the senate will elect a tenured faculty member at the rank of professor to serve in the chair's place. Should the chair of the senate hold the rank of associate professor, he/she will be allowed to participate in discussions and vote on all candidates for Tenure and/or promotion at or below that rank only.

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IV. West Lafayette

A. Primary Committee

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 professors 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 department, or where conflict of interest, evidence of retaliation or demonstrable bias necessitate changing committee composition, 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 the Graduate School, dean of Libraries and the academic deans may not be voting members of any Primary Committee.

Note: Department heads/chairs with faculty members who have joint appointments should establish an augmented Primary Committee according to the College-wide guidelines for evaluating joint-appointed faculty.

B. Area Committee

Each college's Area Committee is chaired by its dean, who serves as a non-voting member. Membership is comprised of 1) each school and/or department head 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 members. 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 Promotion Committee of the Libraries will have a different composition due to its unique academic role.

C. Campus Promotions Committee

The Campus Promotions Committee convened for purposes of academic Tenure and promotion review is referred to as Panel A. Panel A is chaired by the Provost (who does not vote) and consists of the Dean of the Graduate School, Dean of Libraries, all academic deans, one Tenured professor from each college and a number of additional at-large Tenured faculty members so that there are equal numbers of faculty members and administrators on the committee. Faculty members shall be elected by the University Senate's Nominating Committee for three-year terms, staggered in the first instance. The Nominating committee should attend to the representation of college, interdisciplinary programs, and diversity in background and experience in selecting

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candidates. In the event a vacancy occurs that must be filled at a time when it is difficult or impossible to convene the Nominating Committee, 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.

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