To: Tenured, Tenure-Track Faculty

From: Debasish Dutta  
Provost and Executive Vice President for Academic Affairs and Diversity

Date: April 6, 2016

Subject: West Lafayette Campus Promotion and Tenure Policy  
(2016-17 AY Policy)

The following statements have been prepared for the purpose of informing the members of the tenured and tenure-track faculty of Purdue University of the policies and procedures that are followed in recommending them for promotion to higher academic rank. Note that we have transitioned to the promotion and tenure policy, procedures and criteria for tenure/tenure track faculty that was approved by the Board of Trustees during the 2015-2016 academic year as posted on the Office of the Provost Website.  
http://www.purdue.edu/provost/faculty/promotionandtenure.html Faculty are encouraged to carefully read the revised documents.

SECTION I  
GENERAL CRITERIA FOR PROMOTION

The tasks of University faculty members are to acquire, discover, appraise and disseminate knowledge. They should communicate this knowledge and the manner of its acquisition or discovery to their immediate community of students and scholars, to their profession, and to society at large. Service to the institution, the community, the state, the nation and the world constitutes an important mission of University faculty members. 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 in its many forms; and engagement in its many forms, including extension and outreach, for example. To be considered for promotion, a faculty member should have demonstrated excellence and scholarly productivity in at least one of these areas: discovery, learning and engagement. Ordinarily, strength should be manifest in more than one of these areas.

RECOGNITION OF VARIETY IN ACHIEVEMENT

The diversity of academic enterprise in a land-grant institution such as Purdue University is to be taken into account when promotions are considered. The Criteria for Tenure and Promotion for the West Lafayette Campus document contains updated criteria and examples that should be used as a guide for completion of Tenure and Promotion packages. The Form 36 and its updated instruction also contain guidelines and examples for documenting activities including mentoring. In addition, each college has developed recommendations for inclusion of mentoring, and these guidelines should be made available to the faculty in each college. Many examples of excellence in scholarly activities exist and must be recognized by members of the successive committees on promotions.

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 University Promotion Committee members respond to each tenure or promotion nomination as individuals, interpreting achievements described in the nominating
documents in the light of standards appropriate for the nominee’s discipline and the University’s 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 at the link to the Promotion and Tenure website as provided above.

To optimize faculty growth and productivity, it is important that department and/or school heads who chair Primary Committees and have an active role on Area Committees attempt to convey, annually and as accurately as possible, to each colleague who is not a full professor, what levels of performance and achievement are viewed favorably by those two committees. Deans of colleges/schools who chair Area Committees and have an active role on the University Promotions Committee have corresponding obligations to the members of their Area Committees.

SECTION II
PROMOTION TO DIFFERENT RANKS

Tenure-track Faculty
Promotion to Assistant Professor
A tenure-track instructor may be promoted to assistant professor upon attaining the level of professional accomplishment, which would have justified appointment to an assistant professorship.

Promotion to Associate Professor
Academic tenure is acquired on promotion to this rank. A successful candidate should have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.

Promotion to Professor
Successful candidates should be recognized as authorities in their fields of specialization by external colleagues -- national and/or international as may be appropriate in their academic disciplines -- and be valued for their intramural contributions as faculty members.

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, which is to consist of all tenured full professors and all tenured associate professors in the respective administrative unit. Tenured associate professors discuss and vote upon promotion up to and including the associate professor level. The department head shall act as chair of the Primary Committee.

A Nomination for Promotion – President’s Office Form 36 (Form 36) must be submitted for all faculty members being considered for tenure and or promotion. A Form 36 also should be submitted for penultimate year faculty members who choose not to be reviewed. Supporting documents are not required with Form 36 if the penultimate year faculty member chooses not to be considered for promotion.

See instructions for completion of Form 36, the new policy, procedures and criteria, and accompanying documentation for more detail.
A candidate should be given the opportunity to help create and review his/her tenure and/or promotion documentation and may receive a copy of any document (with confidential statements omitted) that will be submitted to the Primary, Area, and/or University committee(s). It is the right of the candidate to have included in his/her departmental file whatever the candidate chooses to add, including the candidate’s own brief (one page) comments about discovery/creative activities, teaching/learning, and service or engagement. The candidate should also include documentation of mentoring within the discovery/creative activities, teaching/learning, and service or engagement sections as appropriate.

External letters should be collected for all tenure and/or promotions. External letters should be sought from peer or aspirational peer universities. Examples of the peer and aspirational peers include members of the American Associate of Universities (AAU) 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. A minimum of 5 letters is expected for tenure and/or promotion cases and documentation should be included stating whether a letter writer was suggested by the candidate or by the department/school. Finally, when requesting a letter, it should be made clear that the letter writer should focus on the domain(s) of expertise of the candidate be that they the scholarship of Discovery, Learning and/or Engagement.

Please note that a faculty member may have received an extension of the tenure clock by virtue of University policy. Under these circumstances, the criteria for promotion and tenure are the same as those expected for a faculty member who has not received a tenure clock extension. When applicable, this language shall be included in a request for an external review letter.

Additionally, 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 review 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._

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 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.

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 Committee of the Libraries will have a different composition due to its unique academic role.

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 are elected by the University Senate’s Nominating Committee for three-year terms, staggered in the first instance. The Nominating Committee will attend to the representation of college, interdisciplinary programs and diversity in background and experience in selecting 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.

Substantive changes should not be made to the tenure and/or 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 A.