

IU Bloomington Policy for Promotion and Tenure

Primary Committee Membership

- The primary committee should consist of a minimum of five faculty members.
- For tenure/associate professor candidates, the primary committee should include all tenured associate and full professors from the candidate's department (minimum of five members).
- For promotion to full professor, the primary committee should include all full professors from the department (minimum of five members).
- When the above policy results in fewer than five primary committee members, the Dean or his/her designate, in consultation with the relevant department chair, should appoint an appropriate number of additional faculty members to serve on the committee.
- Faculty serving on the School of Education's Promotion, Tenure and Contracts Committee should not attend the primary committee meeting.

Primary Committee Process

- One person from the primary committee should be appointed to present each candidate's case.
- A discussion on each criterion area (teaching, research and service) should take place prior to voting. The primary committee chair should inform the committee whether the candidate has selected an area of excellence or a balanced case.
- The Primary committee should be allowed to review the entire dossier, including the external letters.
- Primary committee voting should include separate votes for the candidate's teaching, research, and service areas (categories include Excellent, Very good, Satisfactory, and Unsatisfactory), plus a separate yes/no vote for tenure and/or promotion. All ballots should include the text: "A positive recommendation for tenure/promotion should be given only when you have rated the candidate as: 1) Excellent in one area and at least Satisfactory in the other two areas; or 2) at least Very good in all three areas."
- The candidate's department chairperson should prepare a brief report for the candidate's dossier that also includes the number of faculty eligible to vote, the number who did not submit a ballot, the number of abstentions and the reasons given for those abstentions, and a tally of the overall recommendations and the ratings in each area.

Format of Dossiers

- It is extremely important to clearly indicate whether each publication or other product is to count primarily toward teaching, research, or service. If publications are listed more than once, the committee will use the first listing.
- In order for a candidate to view a model of tenure and /or promotion dossier, the

candidate must ask a previous candidate to share their edossier with them.

Promotions, Tenure and Contracts Committee

- Membership of the Tenure, Promotions and Contracts Committee will include balance between:
 - Gender
 - Racial/ethnic majority and minority faculty members
 - Various programs and missions, departments
 - Undergraduate and graduate levels of responsibility
 - Appropriate rank to consider the candidate's case
 - Sufficient secretarial or graduate assistant support should be provided to the committee.

Revision approved by Policy Council on March 21, 2018