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IU Bloomington Policy for Primary Committee Membership

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

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Deleted: Charles Barman (co-chair), Larry Mikulecky,¶ Keith Morran (co-chair), Rob Toutkoushian, Enid Zimmerman April 2005¶

¶ The Ad Hoc Promotion and Tenure Committee was established due to a recommendation¶ from the 2004 Promotion and Tenure Committee Report submitted in April, 2004 to the School of Education Policy Council. The initial charge of this committee was to review promotion and tenure procedures for IUPUI. However, the committee members believe the following recommendations apply to both IU-B and IUPUI.¶

¶ The Ad Hoc Committee focused its discussion on three main areas: (1) equity in how votes of the primary committee are reported, who has input into these decisions, and when that input occurs, (2) suggestions and guidelines for establishing who should make- up the primary committee when only a few qualified members exist, and (3) sharing promotion and tenure information between both campuses. The following are the Ad Hoc Committee's recommendations related to these areas.¶

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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.

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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.

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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.

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Deleted: <#>Exemplary models of tenure and promotion cases should be selected and made available to all candidates and department chairs. Model dossiers could include the chair’s letter, candidate’s curriculum vita, candidate’s statement, and an overview summarizing the candidate’s teaching, research, and service.¶

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Deleted: A procedure should be established for periodic review of the membership of the core campus Promotion, Tenure, and Contracts Committee. This review should take place on a regular basis (e.g., every five years) and should consider both the total number of Committee members and the balance of IUPUI and IUB

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.

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The sharing of dossiers between campuses limits the time each committee member can access documents. Therefore, it is proposed that a mechanism be created to make dossier materials more accessible. For example, key documents in each dossier could be copied and made available on both campuses for committee members. Alternatively, a secure web site could be developed to make key documents from each candidate's dossier available to the P & T members 24/7. This information might include the candidate's vita, personal statement, external letters, and the chair's letter. As soon as the P & T committee votes on an individual case, this information would be destroyed.¶

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