

Adoption of Principles for Promotion and Tenure Procedures On Campuses of Indiana University

As discussion of the task force report has proceeded, it has become clear that the best course of action at this time is for the UFC to recommend a set of Promotion and Tenure Principles to the campuses for them to attempt to implement. It appears to be premature to adopt university-wide principles because of the variability among the campuses. Differences remain regarding the Promotion and Tenure principles. The differences could be described as minor, in relation to consensus over much of the document, but they are strongly supported by the campuses that hold them. Differences also remain about the procedures to be used to go beyond review at the campus committee level through the Presidential recommendation to the Trustees.

Accordingly, the Co-Secretaries of the University Faculty Council, in consultation with the Vice President for Policy and Planning, recommend UFC adoption of the following principles with the understanding that all these matters will be reviewed following one year of good-faith efforts to implement them and, following that review, will be considered by the UFC for incorporation into the *Academic Handbook*.

PRINCIPLES FOR PROMOTION AND TENURE PROCEDURE

In order to assure the integrity and quality of the promotion and tenure process, during the 2009-2010 academic year, each campus and campus and system administrators, acting through the appropriate governance procedures, shall attempt in good faith to revise their promotion and tenure procedures as necessary to meet the following objectives at all levels of promotion and tenure review within each campus:

1. Faculty members without tenure do not vote on the award of tenure in promotion and tenure review committees.
2. To the extent feasible, faculty members who do not hold the rank being applied for or higher do not vote on the award of that rank in review committees.
3. Faculty members and administrators do not vote on promotion or tenure in review committees without fully participating in committee deliberations. There should be no proxy voting on promotion and tenure cases at any level.
4. Faculty members and administrators who participate in the promotion and tenure process have full access to all materials in the candidate's dossier and to assessments at all previous levels of review.
5. Except for reconsideration of prior decisions, each faculty member and administrator who participates in the promotion and tenure process votes only once in any particular case.
6. Promotion and tenure dossiers are expected to have at least four external review letters from qualified individuals who are not from the candidate's home campus. Individual

campuses may require more than four external letters and may require that external reviewers come from outside Indiana University. Librarians will follow the guidelines in the Indiana University Libraries Handbook regarding letters of review or support.

7. External reviewers should not have a significant relationship with the candidate (such as thesis advisor, post-doctoral mentor, co-author, or former colleague or classmate, or personal relationship). At a minimum, any such relationship must be clearly disclosed by the reviewer or the candidate.
8. All assessments by review committees or administrators must clearly describe the candidate's performance by reference to the terminology in the IU *Academic Handbook* ("excellent," "satisfactory," or "unsatisfactory"), even if additional categories or alternative terminology is also used.
9. Since tenure at Indiana University is campus-specific, Presidential recommendations to the Trustees must reflect consideration of both the interests of the entire University and the interests of specific campuses as reflected in the judgments of faculty, committees and administrators on those campuses. During 2008-2010, the procedure for reaching a Presidential decision to be forwarded to the Trustees shall be as outlined in President McRobbie's December 5, 2008 memorandum to Chancellors concerning promotion and tenure notification procedures (attached).

Each campus faculty governance body shall report their progress to the Chief of Staff of the University Faculty Council by April 1, 2010. These reports will be shared with the UFC Agenda Committee which shall decide whether further UFC action is needed. Also during this period, the President will review all aspects of executive review and notification procedures, with the objective of ensuring that the individual missions and needs of each campus and the interests and rights of individual faculty members are considered in determining final recommendations to the Board of Trustees. After his tenure and promotion recommendations from 2009-2010 have been forwarded to the Trustees, the President will inform the Agenda Committee and the Co-Secretaries of the UFC of the results of this review.