

**IUPUI School of Education
Third-Year and Pre-Promotion Review Procedures**

University policy requires that each tenure-probationary candidate receive a third-year review. The review must follow IUPUI Faculty Council policy and procedures which stipulate review of the candidate by primary/department and/or unit/school committees. A fourth-year review may be requested by the candidate or be required in school policies when the third-year review revealed significant issues. Although not required, the university strongly encourages peer review and ongoing review for all faculty, particularly at intervals when candidates seek promotion. This document outlines procedures and timelines for the required third-year review for tenure-probationary faculty and for required or requested pre-promotion reviews for other faculty.

Identifying and Informing Candidates Seeking Promotion and/or Tenure

1. In October, Department Chairs will notify the Dean of all candidates who are mandated to receive or who request a third-year or pre-promotion review in the current academic year.
2. In October, the Department Chairs will meet with candidates and the Associate Dean for Research and Faculty Development to discuss the review process, timelines, rights, and responsibilities.
3. By October 31, the Dean will notify the Office of Academic Affairs of all candidates receiving mandatory reviews. OAA notification is not required for requested pre-promotion reviews of non-tenure track faculty and tenured Associate Professors.

Candidate Submission of the Review Materials

All candidates must prepare and submit materials to be assessed by the review committees.

4. The following materials will be submitted: (a) a complete copy of the candidate's vitae and (b) a candidate statement not to exceed five pages for third-year reviews and seven pages for other pre-promotion reviews.
5. For guidance on selecting key materials associated with each area of excellence and formatting instructions for the vitae and statement, candidates should refer to the IUPUI Promotion and Tenure Guidelines and the Promotion and Tenure Criteria for the IUPUI School of Education. (Note: Candidates should attend to the School's *Position Statement on Values Concerning Scholarship of Faculty in the IU SOE, IUPUI* included with the criteria).
6. All candidates submit their materials electronically to the Dean's office no later than January 15.

Review by the Primary Committee

1. The primary committee members for each candidate shall be determined according to the current School policy.
2. The primary committee shall choose its own chair, who will facilitate the discussion and composition of the committee's letter. The primary committee may choose a member to present the case or may proceed without a presentation.
3. The primary committee meeting shall occur by February 1, unless circumstances pertaining to the case necessitate a change in the date.
4. The primary committee shall review and discuss the materials. The committee chair shall prepare a letter summarizing the deliberation to be submitted to the Department Chair no later than February 15.
5. The letter documenting the review shall include the following information: (a) a summary of the case; (b) ratings of teaching, research, and service; and (c) feedback and recommendations to the candidate in preparation for promotion and/or tenure.

Review by the Department Chair

1. In accordance with the IUPUI Promotion and Tenure Guidelines, the Department Chair shall compose a letter of formative assessment of the candidate's case and recommendations for action and enclose this in the dossier.
2. Before submitting to the next level, the Department Chair will meet with the candidate to discuss the primary committee's letter and the Department Chair's letter and have the candidate indicate receipt of both letters via an email to the Chair.
3. The Department Chair's letter will be completed and submitted by March 1.

Review by the SOE Committee

1. The SOE committee members for each candidate shall be determined according to the current School policy.
2. The SOE level committee will meet by March 15, unless circumstances pertaining to the case necessitate a change in the date.
3. The SOE level committee shall choose its own chair, who will facilitate the discussion and composition of the committee's letter.
4. The SOE level committee chair shall submit the committee's letter to the Dean by April 1.

Review by the Dean

1. In accordance with the IUPUI Promotion and Tenure Guidelines, the Dean shall compose a letter of evaluation of the candidate's case.
2. The Dean shall ensure the candidate receives the letter from the SOE level committee, and the Dean shall have the candidate indicate receipt of the

documents via an email. In a tenure case, if there have been negative votes, the Department chair will discuss the candidate's rights and the process for reconsideration.

3. The SOE Dean's vote and letter will be completed and submitted by April 15.
4. The IUPUI Office of Faculty Affairs shall receive the dossier no later than May 1.

Schedule Summary

January 15: Candidate submits review materials.

February 1: Primary departmental committee meets by this date.

February 15: Primary departmental committee submits letter by this date.

March 1: Department chair submits letter and meets with candidate by this date.

March 15: The SOE level committee meets by this date.

April 1: The SOE level committee letter is completed and submitted to the Dean by this date.

April 15: The Dean's letter is completed by this date.

May 1: The IUPUI Office of Faculty Affairs shall receive the letter (for tenure-track candidates only).