

IUPUI School of Education Promotion and Tenure Procedures

Identifying and Informing of Candidates Seeking Promotion and/or Tenure

1. In October, department chairs will notify the Dean of all candidates who intend to seek promotion the following 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 seeking promotion and/or tenure.

Preparation for External Review

As stated in the Promotion and Tenure Guidelines,

“External assessment is essential to provide the committees evaluating each candidate for promotion and/or tenure an objective evaluation of the value and impact of the candidate’s work within the discipline, and to demonstrate that each candidate for associate professor has achieved an emerging national reputation and that each candidate for full professor has achieved a sustained national reputation as demonstrated by a well-established and cumulative body of work in rank.”

All candidate dossiers must include a minimum of six assessment letters from qualified external referees. The referees must meet university criteria in terms of title, rank, and stature as well as for independence. To ensure review committees receive the requisite number of letters from qualified referees in a timely manner, the School has instituted the following process.

1. All candidates shall submit to the Department Chair a list of scholars including: (1) up to six nominees for external referees, along with brief biographies of each nominee; and (2) up to six who the candidate would definitely not want to serve as an external reviewer. The list shall be submitted no later than **March 1**.
2. The Dean, in consultation with the Associate Dean for Research and Faculty Development, the Department Chair, and appropriate faculty members, shall generate a list of eight qualified referees, no later than **March 15**.
3. The Dean and her or his representatives shall obtain agreements to review from a minimum of eight qualified external referees. No more than three of the referees shall have been nominated by the candidate. External referees shall be invited and their willingness to write letters shall be obtained no later than **May 15**. Internal letters should be solicited according to this time line as well.

Candidate Submission of the Abbreviated Dossier

All candidates must prepare and submit an abbreviated dossier containing materials to be assessed by the external referees.

1. The abbreviated dossier shall include the following materials: (1) a complete copy of the candidate’s vitae; (2) a candidate statement not to exceed seven pages; and (3) key materials supporting each specific case for excellence, such as but not limited to three to five key publications (research), three to five syllabi and signature assignments for key courses (teaching), documentation of service activities across three to five settings (service), and/or other materials referenced in the candidate statement. Please refer to Promotion and Tenure Criteria for the IUPUI School of Education and the IUPUI Promotion & Tenure Guidelines for guidance on selecting key materials associated with each area of excellence.

2. All candidates submit the abbreviated dossier to the Dean no later than **April 15** of the year they seek promotion, tenure, or promotion and tenure. For tenure-line assistant professors, this shall be **April 15** of the fifth year of service. For faculty members including those in the clinical and lecturer ranks, this shall be **April 15** of the year they aspire to seek promotion.

Preparation and Submission of the Full Dossier

1. Candidates shall prepare and submit the full dossier through the edossier system no later than **August 1**. Candidates are responsible for preparing the dossier in accord with the IUPUI Promotion & Tenure Guidelines corresponding to the year of their review.
2. Upon submission, candidates shall only update the dossier contents in accord with the IUPUI Promotion & Tenure Guidelines.
3. Following submission, the department chair shall prepare an assessment in accord with the IUPUI Promotion and Tenure Guidelines of the dissemination outlets in the candidate's area of excellence (or in all areas for a balanced case). This assessment shall be included as a separate document in the dossier.

Review by the Primary Committee

1. The primary/departmental committee for each candidate shall be seated according to the current School policy.
2. The primary departmental committee shall choose its own chair, who will facilitate the discussion and composition of the committee's letter. The primary departmental committee may choose a member to present the case, or may proceed without a presentation.
3. The primary departmental committee meeting shall occur by **September 10**, unless circumstances pertaining to the case necessitate a change in the date.
4. The primary departmental committee shall vote on the case at their scheduled meeting, and the committee chair's letter summarizing the deliberation and vote shall be submitted into the edossier no later than **September 10**.
5. The review and vote shall follow current SOE guidelines and include the following information: a.) A summary of the case; b.) The ratings of teaching, research, and service; c.) The votes for and against tenure and promotion, as well as the number of abstentions, and d.) The reasons for any "no" votes and abstentions.

Review by the Department Chair

1. In accord with the IUPUI Promotion & Tenure Guidelines, the Department Chair shall compose a letter of evaluation of the candidate's case and recommendation 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 results of the primary committee's deliberation and the chair's letter; have the candidate sign for receipt of the documents. 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 Department Chair's vote and letter will be completed and submitted into the edossier by **September 20**.

Review by the SOE Committee

1. The SOE committee for each candidate shall be seated according to the current School policy.

2. The SOE level committee will meet by **September 30**, 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 record the committee vote and submit the committee's letter to the edossier by **October 10**.

Review by the Dean

1. In accord with the IUPUI Promotion & Tenure Guidelines, the Dean shall compose a letter of evaluation of the candidate's case and recommendation for action and enclose this in the dossier.
2. The Dean shall ensure the candidate receives the letter from the SOE level committee and the Dean and have the candidate sign for receipt of the documents. 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 into the edossier by **October 20**.
4. The IUPUI Office of Faculty Affairs shall receive the dossier in that office no later than **the last Friday in October**.

Request for Reconsideration

1. A candidate for tenure must be notified at the first level of negative tenure review. This must happen in a timely manner and before the next scheduled level of review. They must be apprised of their right for reconsideration at that time
2. A candidate receiving a majority negative vote for tenure at either the department or school level may request a reconsideration, no more than 14 days after receiving the vote. The relevant committee will schedule a meeting and other deadlines will be adjusted.

Schedule Summary

March 1: Candidate submit list of possible referees

March 15: Dean, ADRFD and Department Chairs generate list of referees

April 15: Candidate initial dossier due

May 15: External referees agreement secured

Aug. 1: Candidate submits full dossier

Sept. 10: Primary departmental committee meets and submits letter by this date

Sept. 20: Departmental submits letter and meets with candidate by this date

Sept. 30: The SOE level committee meets by this date

Oct. 10: The SOE level committee letter is completed and submitted to the Dean by this date

Oct. 20: The Dean's letter is completed

Last Friday in Oct.: The IUPUI Office of Faculty Affairs shall receive the dossier

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IUPUI School of Education Policy Council