# PROMOTION AND TENURE POLICIES FOR THE INDIANA UNIVERSITY RICHARD M. FAIRBANKS SCHOOL OF PUBLIC HEALTH, IUPUI

## *Accepted by Faculty at 3/16/2022 Faculty Assembly Meeting*

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# Overview

Reviews for promotion and tenure document the accomplishments of each faculty member at key points in faculty academic careers. Advancement from each academic rank to the next rank is evaluated on the basis of clear criteria for each rank. These criteria are applied to each faculty member equitably and are essential components in faculty development.

The Richard M. Fairbanks School of Public Health (FSPH) is dedicated to the principles of academic freedom and scholarly excellence. FSPH is also dedicated to the concomitant responsibility of maintaining the highest of standards of professional excellence. The FSPH policies for promotion and tenure are intended to provide clear guidance for all members of the faculty as they advance throughout each stage of their career. The standards and quantified performance criteria described in this document are viewed as suggestive guidelines rather than absolute goals for candidates to achieve.

FSPH uses the IUPUI promotion and tenure guidelines found in the documents described in the following section to evaluate all faculty members for advancement in rank, and if applicable, for tenure. Each faculty member should become familiar with the criteria for each level of advancement or for tenure. While FSPH Department Chairs will assess each faculty member formally during their annual reviews and informally during ongoing discussions, and such reviews and guidance should be informed by these promotion standards, performance assessments in annual reviews do not themselves constitute evidence of successful achievement of promotion standards. It is the responsibility of the individual faculty member and of the Department Chair to arrange a mentoring structure for faculty to ensure that they understand the promotion and tenure criteria and their annual progress towards meeting those criteria.

# IUPUI Promotion and Tenure Policies and Procedures

University policies and resources regarding tenure and promotion are on the website of the IUPUI Office of Academic Affairs.

In accordance with these policies, the IUPUI Executive Vice Chancellor and Chief Academic Officer annually sends out guidelines to the academic deans and directors and they are posted on the Office of Academic Affairs’ web site. Dates listed in this site change annually. Thus, it is important for each faculty member to obtain information from this website each year. In general, activities and the time frame are as follows:

|  |  |
| --- | --- |
| Activity | Time Frame |
| Candidates prepare dossiers | No later than spring of 5th year |
| Candidates submit dossiers to primary unit (department level for departments with P&T Committees, School for those without) | Dossiers are due to the School Promotion & Tenure Committee by September 5. Departmental P&T review must precede School P&T review, consequently dossier submission may need to be significantly earlier than spring of 5th year to accommodate suchreviews. Check with the FSPH Dean’s Office for exact dates. |
| Schools submit dossiers to Academic Affairs | The last Friday in October |
| Campus committee reviews and evaluates all dossiers | December-February, sometimes into early March |
| Campus committee outcomes are forwarded to the Executive Vice Chancellor for Academic Affairs who then reviews cases and makes recommendations to theChancellor | Early to Mid-March |
| Chancellor reviews cases and makes recommendations to IU and Purdue Presidents | Late March |
| Action by Boards of Trustees | Mid-April |
| Official announcement of decisions | Late April |
| Promotion takes effect | July 1 |
| Tenure takes effect | July 1 of the following academic year |

The University and the Promotion & Tenure Committee strongly encourage that candidates, with guidance and support from their department chairs, begin preparing for promotion and tenure in their first year.

Faculty members must submit their Promotion and Tenure dossiers via the University’s eDossier system. Faculty members should contact the Dean’s office to request eDossier access.

Faculty members should become knowledgeable about dossier contents and preparation as early as possible during their pre-tenure period. The campus and schools annually present workshops related to preparing for promotion and tenure and candidates should take advantage of these resources. Model dossiers are available on the website of the Office of Academic Affairs.

Subject to customary review and approval, schools establish their own internal procedures and policies consistent with university policy for reviewing faculty for promotion and/or tenure.

# Richard M. Fairbanks School of Public Health Promotion and Tenure Guidelines

The FSPH requires that, for promotion and tenure, the candidate must meet university requirements in the three areas of teaching, research, and service. At IUPUI and FSPH

candidates have the option to present one of three types of cases for assessment of performance, each explained and described in detail on the IUPUI academic affairs web page:

1. The traditional (binned) case. In this case, candidates are to identify one of the three areas or bins (research, teaching or service) as their area of excellence. Promotion to associate professor requires excellent performance in the candidate’s selected area and satisfactory performance in the other two areas. Promotion to full professor requires distinguished performance and a sustained national and/or international reputation in the candidate’s area of excellence as well as at least satisfactory performance in the other two areas. Poor or unsatisfactory performance in any area will preclude promotion or receipt of tenure regardless of the candidate’s performance in his or her area of excellence.
2. The balanced case. This case requires the faculty member to show a record of highly satisfactory performance in each of the three areas of teaching, research, *and* service. Tenured and tenure-track faculty must demonstrate balance across all three areas while clinical-track faculty have the option of presenting a balanced case across teaching and service only. For promotion to associate professor, candidates must demonstrate a record of nationally and/or internationally disseminated and peer reviewed scholarship and show an emerging national reputation. For promotion to full professor candidates must demonstrate a record of nationally and/or internationally disseminated and peer reviewed scholarship and a sustained national reputation as demonstrated by a well-established and cumulative body of work in rank.
3. The balanced-integrative excellence in diversity, equity and inclusion case (for tenure- track/tenured faculty only). In this case the candidate must present a holistic argument for excellence across an array of integrated scholarly activities aligned with diversity, equity and inclusion. For the holistic argument, activities and achievements are not divided into areas. Instead, the candidate achieves excellent overall performance using multiple sources of data. For promotion to associate professor, candidates will have led or been an essential part of endeavors with distinct and demonstrable local outcomes. Local refers to either or both of campus/university and local community. National or international dissemination is also expected as a reflection of the quality of the work. For promotion to full professor, the candidate will be seen as a local leader and will also have achieved a national or international reputation through their work.

Each faculty member must clearly define their area of excellence for the first case above or preference for a balanced case or balanced-integrative DEI case assessment in each annual review with the Department Chair.

Candidates for tenure and/or promotion who do not choose the balanced-integrative DEI case are encouraged to include a discussion of diversity, equity and including as an addition to the candidate statement itself. This should be part of the same file (pdf) but clearly marked as separate and does not count as part of the 5- or 7-page limit, although it does count toward the overall 50-page limit for the dossier. If a separate statement is presented, a more condensed version may also be included in the candidate statement itself.

External assessment is essential to the promotion and tenure review process. These assessments provide the individuals evaluating each candidate for promotion and/or tenure an *arm’s length* expert evaluation, removed from close relationship to the candidate, of the value and impact of the candidate’s work within the discipline. For candidates seeking promotion to associate professor, these assessments support that the candidate has achieved an emerging national reputation. For candidates seeking promotion to full professor, these assessments show the candidate has achieved a sustained national reputation as demonstrated by a well- established and cumulative body of work in rank. Special circumstances where scholarly productivity has been interrupted can be considered.

## *Departmental Guidelines*

As described in the FSPH Faculty By-Laws, it is the responsibility of the Promotion & Tenure Committee to “assess the qualifications of individuals who are in the process of being recruited to the School’s faculty to recommend the appropriate rank and tenure status for Associate and Full Professor recruitments to the Department Chairs and Dean.”

Because schools of public health encompass many different disciplines with diverse teaching, research, and service approaches and requirements, each Department within FSPH may prepare Promotion & Tenure guidelines (or other advisory documents) with examples for accomplishments that constitute excellence or satisfactory ratings for faculty within their disciplines. Department Promotion & Tenure guidelines (or other advisory documents) are

intended to support the Promotion & Tenure Committee’s assessments and decisions within the context of university suggested standards, expectations, and requirements.

Departmental Promotion & Tenure guidelines (or other advisory documents) should reflect their respective disciplines’ expectations and norms for successful promotion to associate professor or professor, with or without tenure in the areas of teaching, research, and/or service. Similarly, Departmental Promotion & Tenure guidelines (or other advisory documents) may describe guidelines and examples for accomplishments that support balanced cases for tenured and

tenure-track and clinical faculty, or integrated-balanced DEI case for tenured or tenure-track faculty only. Each Department also may prepare Promotion & Tenure guidelines for initial appointment as lecturer or assistant professor and for promotion to senior lecturer and teaching professor. Faculty appointed as associate professor or professor, with or without tenure, will meet the criteria established by the department for promotion to each of those ranks.

Departmental Promotion & Tenure documents will describe all teaching, research, and service criteria and it is the responsibility of each Department Chair to ensure that each probationary faculty member is mentored on the basis of these criteria to support successful progress towards promotion and tenure.

Given the diverse disciplines within the School, comparisons of the responsibilities and expectations of faculty members across departments are to occur within the expectations of individual departments. It is each Department’s responsibility to assure that the School Promotion & Tenure Committee receives proper guidance for assessing all candidates. This guidance should be provided either through departmental Promotion & Tenure guidelines or

other documents. In the absence of such guidelines, the Promotion & Tenure Committee will use the guidelines presented in this document to evaluate candidates.

## *Comments on Teaching, Research, and Service*

Candidates are encouraged to state specific teaching responsibilities. The committee recognizes that faculty teaching responsibilities may vary among candidates, and heavier teaching burdens should be taken into consideration when assessing faculty contribution in other areas, particularly research. These factors should be clearly explained in Department Promotion & Tenure guidelines or in their department chair’s report.

Inherently collaborative areas of scholarship, including Team Science, Interdisciplinary Research, Community-Engaged Scholarship and Public Health Practice, may be represented among tenure track faculty members in some but not all departments in FSPH. Departments where these areas are represented among the tenure-track faculty must include, in their Departmental Promotion & Tenure Guidelines, clear definitions and expectations of performance at the various levels (unsatisfactory through excellent). These departmental Promotion & Tenure guidelines will inform external reviewers as well as the School Promotion & Tenure Committee, where members may not be familiar with performance norms. It is each FSPH Department’s responsibility to assure that the School Promotion & Tenure Committee receives proper guidance for evaluating performance in these and other emerging areas of scholarship when evaluating candidates. For every kind of scholarship, a candidate must demonstrate how their work fits within the standards for scholarship appropriate to their field and address the methodology (or methodologies), evidence, audience, and type of scholarly products deemed acceptable within the standards of their field or fields.

# Policy on Three-year Formative Review of Tenure

FSPH follows IUPUI’s policy on three-year formative reviews of tenure, as described below.

## *The Policy*

To ensure that all tenure-probationary faculty members benefit from helpful and meaningful assessments of their progress toward promotion and tenure near the mid-point of their probationary period, a THREE-YEAR FORMATIVE REVIEW [hereinafter referred to as the “REVIEW”] shall be conducted on all such faculty members during the spring semester of the third year of their appointments, or when otherwise requested by the Dean, in accordance with the following guidelines.

## *Applicability*

This policy applies to all tenure-probationary faculty members at FSPH, with the exceptions noted immediately below. The term “third year” refers to the *third full academic year* of the tenure-probationary faculty member’s appointment. However, faculty members who enter with one year of credit toward tenure are in their “third year” during their second full academic year of appointment, and those who enter with two years of credit are in their “third year” during their first full academic year of appointment. Those who enter either with tenure or with more than two years of credit toward tenure are ineligible for a Review.

## *Procedures*

The REVIEW shall be conducted in adherence with the following general considerations.

* 1. The chief purpose of the REVIEW is to provide tenure-probationary faculty members with feedback from the school review committees regarding their cumulative progress toward promotion and tenure. Hence, other than the department chair or school dean, there will be a review by the department’s Primary Committee (where applicable) followed by the school’s P&T Committee.
	2. The faculty member being reviewed should submit only a candidate’s statement together with an up-to-date vita (preferably in accordance with the “Dean of the Faculties’

Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers”). The statement (not to exceed 5 pages) should be similar in organization to the statement the faculty member would expect to write at the time of making a case for promotion and tenure. In particular, it should clearly state the anticipated area(s) of excellence or the intention to request consideration on the basis of a balanced or balanced-integrative DEI case.

* 1. The School Committees must provide the faculty member with a written assessment that includes evaluation of progress toward promotion and tenure, using normal and appropriate metrics that will eventually be employed in a tenure decision. If the chair, the Dean, or the Committees identify any problems, their assessment must include specific suggestions for remedy aimed at helping the faculty member and the faculty member’s department or unit in their efforts to rectify the problems.

## *Documentation and Reporting*

A copy of each review report, whether by the Committees, the department chair, or the dean, shall be communicated to the faculty member under review within three days of the time it is completed.

To ensure that the REVIEW is properly conducted for all applicable tenure-probationary faculty members, the dean shall be responsible for submitting copies of the department chair’s or the

dean’s and the Committees’ reports on all tenure-probationary faculty members who have been reviewed to the Office of the Dean of the Faculties by May 31 each year.

## *Limitation on the Use of the REVIEW*

The thrust of the REVIEW shall be developmental, not summative, in nature, providing the ability for an inter-departmental cohort of senior faculty members within the school to offer feedback and guidance to the tenure-probationary faculty member on their progress toward achieving promotion. The REVIEW and its findings shall NOT be used by the department chair or the school dean, or the Office of the Dean of the Faculties, as the basis for a tenure decision, a pre-tenure decision, a reappointment or non-reappointment decision, or any personnel action of like kind.

The tenure-probationary faculty member is not limited in the use of the REVIEW.

# Guidelines for Non-Tenure Track Faculty Members

It is each Department’s responsibility to assure that the School Promotion & Tenure Committee receives proper guidance for assessing all non-tenure track candidates. In the absence of Departmental Promotion & Tenure guidelines or other advisory documents, the Promotion & Tenure Committee will use the guidelines presented in this document to evaluate candidates.

**Lecturer Faculty:**

For Lecturers within FSPH, promotion to senior lecturer and teaching professor ranks requires that the candidate meet all university requirements. Lecturer are promoted for teaching excellence.

Criteria for senior lecturer consist of documented student learning, distinct teaching philosophy, achievement of excellence in at least one teaching-related domain (course or curricular development, mentoring and advising, service in support of teaching and learning), and achievement of excellence in instruction.

Criteria for teaching professor consist of all the requirements for advancement to senior lecturer plus a record of publicly disseminated and peer reviewed scholarship in teaching.

More details on specific criteria for each of these categories can be found in the IUPUI University Guidelines.

**Clinical Faculty:**

Clinical faculty members may only present teaching or service as a case for promotion. They must meet all university requirements, which include a *record of publicly disseminated and peer reviewed scholarship in area of excellence* for associate rank and *record of sustained, nationally and/or internationally disseminated and peer reviewed scholarship in area of excellence* for full rank. More details on specific criteria for clinical faculty members choosing service or teaching can be found in the IUPUI University Guidelines.