IUPUI OFFICE of ACADEMIC AFFAIRS

Melissa Lavitt, Senior Associate Vice Chancellor for Academic Affairs
and
Gail Williamson, Director of Faculty Enhancement, Academic Affairs
AGENDA

10:00 am   Welcome and Overview
10:15 am   2014-15 Guidelines Update
10:30 am   Rank Expectations
10:40 am   Key Elements of Excellence in Teaching, Performance, Research/Creative Activity or Service
11:00 am   Dossier Overview
11:15 am   General Timeline and P&T Process
11:45 am   Q & A Session
11:55 am   Wrap-up and Evaluation
12:00 pm   Adjourn
Guidelines Update

Details and clarification of dossiers
- Dossier formats differ based on the nature of the candidate’s appointment.
- Advice provided on document format including margins, spacing, fonts, font size.
- Candidate’s Statement can consist of a maximum of 7 pages or the option to limit it to 5 pages with 2 additional pages addressing the area of excellence.
- Candidates involved in civic engagement or public scholarship should articulate the nature of their work and how it differs from traditional scholarship.

Chair responsibilities
- Chair will address the authorship convention for the discipline.
- Chair will discuss the candidate’s right and process for reconsideration at the first negative vote for tenure.

Divergent evaluation
- The report from each committee should account for negative votes.
Guidelines Update

Reviews

– A review of teaching does not have rank requirements for the reviewer. Unlike external reviews, a reviewer of one’s teaching need not be at the aspirational rank of the candidate. Reviews of teaching are formative for the purposes of improvement.

– External reviews, on the other hand, are summative assessments with associated rank requirements.

– There is a maximum of two peer reviews external to the department or school for clinical track advancement and associate librarians.

– The External Referee Form asks about past or present relationship as a student, trainee or colleague.

– The EVC provides an independent review and recommendation to the next level.
Guidelines Update

Presentations
– Because a presentation can take many forms, it must be documented and retrievable, and is valued for promotion and tenure purposes to the extent it reflects the same criteria of scholarly value as standard professional publications including its breadth of exposure and dissemination; its scholarly impact; and the selectivity, scale, scope, and the prestige of the presentation venue.

Institutional Values
– Additional description has been added to better reflect the nature and evidence used to support Civic Engagement.
– Civic Engagement relies upon non-traditional types of evidence.
Guidelines Update

Institutional Values

– A new section on Public Scholarship was added to describe how it differs from traditional scholarships as well as the outcomes, assessment and dissemination outlets.

– Public Scholarship relies upon non-traditional types of evidence.

Candidates Review Form for Campus P&T Committee

– Form will include sections appropriate for the candidate’s appointment and required areas of evaluation.
Tenure-track Faculty
Librarian Faculty
Clinical-track Faculty
Research-track Faculty
Lecturer Faculty

RANK EXPECTATIONS
Rank Expectations Tenure-track

- Excellence in one area
  - Teaching, Research/Creative Activity, or Service
  - Satisfactory in other areas
- Balanced Case
  - Excellent overall performance
  - Equivalent to excellence in one area and satisfactory in others
  - Highly satisfactory in all three areas
  - Scholarship in all three areas required
- Associate Rank with Tenure
  - Emerging national reputation
- Full Rank
  - Sustained national/international reputation
Rank Expectations - Librarians

• Associate Librarian Rank and Tenure
  • Excellence in performance
  • Beyond satisfactory in either Professional Development, Research and/or Creativity or Service and satisfactory in other area

• Librarian
  • Record of exceptional achievements in performance; distinguished contributions in secondary area of excellence with state, regional or national recognition
  • Excellence in either Professional Development, Research and/or Creativity or Service and at least satisfactory in other area
Rank Expectations Non-tenure Track

• Clinical Faculty
  • Excellence in either teaching or service
  • Satisfactory in the other area
  • Associate and Full Rank

• Lecturers
  • Excellence in teaching
  • Satisfactory in service
  • Promotion to Senior Lecturer

• Research Professors, Scientists, Scholars
  • Excellence in research
  • Service expectations as articulated by unit
  • Associate and Senior Rank
Tenure vs. Promotion

Tenure

• Tenure acknowledges documented achievement in light of its promise for the future. The candidate’s entire academic record is considered for tenure.
• Faculty/librarians who achieve tenure are expected to contribute to the continued development of IUPUI as an academic community.

Promotion

• Promotion is recognition of achievement in rank.
• Both tenured and non-tenure track faculty may seek promotion in rank when their achievements warrant this recognition.
• For tenure-track faculty going from assistant to associate rank, promotion and tenure are sought simultaneously.
Common Themes
Teaching
Performance
Research/Creative Activity
Service
Common Themes

- Developed body of focused work that extends or advances knowledge and brings recognition
- Dissemination of peer-reviewed scholarship through publication, presentation or other media
- Emergent or sustained national reputation
- Impactful products, outcomes that are innovative
Common Themes

• Evidence of integration of all areas of endeavor appropriate for rank
• Approach is reflective, systematic and purposeful
• Evidence of quality work and significant achievement
• Funding (as appropriate for rank) supports innovations or research in area of excellence
Excellence in Teaching

• Sophisticated teaching philosophy - reflective, innovative, evolved over time
  • Discussion of approach, methodology, goals and their achievement
  • Teaching innovation, curricular development, incorporation of new technology
• Record of nationally and/or internationally disseminated, peer-reviewed scholarship
• Documented by peer/student evaluation over time
• Evidence of impact on student performance and learning outcomes
• Teaching awards or significant funding for teaching projects
Excellence in Performance

- Based on achievement of position description
  - Excellence demonstrated in the full range of position responsibilities with significant achievement
  - Professional development area encompasses all librarian scholarship

- Examples of evidence
  - Record of grants, materials prepared, involvement with technology, increased access to titles/services
  - Evidence of quality or impact on patrons, faculty or other recipients of librarian performance.
  - Evaluative statements by review committees, external reviewers, evaluative letters from library users, colleagues
Excellence in Research/Creative Activity

- Evidence of dissemination of high quality scholarly work: peer-reviewed presentations, publications in top tier journals
- Significant contributions to the knowledge base that improved or extends the work of others
- National/international recognition of expertise and the quality of the research
- Acquisition of external grant funding from competitive, valued sources
- Evidence of independent focused ongoing program of research
- Awards and recognition of research excellence
Excellence in Service

- Evidence of dissemination of high-quality scholarly work including peer-reviewed presentations, publications in service
- Awards and recognition that acknowledge the significance, quality and leadership in service
- Evidence of significant impact and outcomes of service
  - Establishment of best practices, standards protocols, policies, procedures
  - Longitudinal outcome data normed against national measures; patient outcomes data
  - Grant awards to support service activities; endorsement of service program
DOSSIER FORMAT OVERVIEW

ADMINISTRATIVE SECTIONS
CANDIDATE SECTIONS
DOSSIER FORMAT

50 page limit EXCLUDING Administrative additions 01-05, CV, Appendices

• Section 01: Transaction Forms
• Section 02: Review Level Two (Unit/School)
• Section 03: Review Level One (Primary/Department)
• Section 04: External Assessments
• Section 05: Reference Letters (Not Required)
• Section 06: Candidate’s Statement (7 pages or 5/2)
• Section 07: Teaching (For Librarians: 07 Performance)
• Section 08: Research and Creative Activity (For Librarians: 08 Professional Development)
• Section 09: Professional and University Service (For Librarians: 09 Service)
• Section 10: Curriculum Vitae
• Section 11: Appendices
<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate prepares dossier</td>
<td>Winter prior to dossier year</td>
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<tr>
<td>Chair sends dossier for external review</td>
<td>Based on school process</td>
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<tr>
<td>Dossier submitted for school level reviews</td>
<td>Based on school process</td>
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<tr>
<td>School submits dossier to FAA</td>
<td>End of October</td>
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<tr>
<td>Campus Committee reviews and evaluates all dossiers</td>
<td>December, January, February, sometimes early March</td>
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<tr>
<td>Campus Committee recommendations are forwarded to Chief Academic Officer</td>
<td>Immediately following campus committee reviews; early March</td>
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<tr>
<td>Chief Academic Officer completes an independent review and forwards</td>
<td>Mid-March</td>
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<tr>
<td>recommendations to Chancellor</td>
<td></td>
</tr>
<tr>
<td>Chancellor reviews cases, confers with IU &amp; PU Presidents on joint</td>
<td>Late March</td>
</tr>
<tr>
<td>recommendations which are forwarded to the respective BOTs</td>
<td></td>
</tr>
<tr>
<td>Action by Board of Trustees</td>
<td>Mid-April</td>
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<tr>
<td>Promotion takes effect</td>
<td>July 1 (12 month faculty) or August 1 (10 month faculty) start of academic year</td>
</tr>
<tr>
<td>Tenure takes effect</td>
<td>July 1 of the following academic year</td>
</tr>
</tbody>
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When Do You Submit Dossier?

- Tenure-track faculty/librarians - promotion & tenure
  - Submit in the 5th year of appointment
  - School of Medicine Faculty
    - 9-year cycle
    - Can submit in 5th, 6th, 7th or 8th year
- Tenured faculty/librarians and non-tenure rank faculty
  - Submit in the May or August of selected year depending on School timeline
  - Submit when achievements and evidence meet criteria
Tenure-track Timeline

3 Year/5 Year Review
Fall: Notified review dossier must be prepared
Winter: Dossier due to Office of Academic Administration (OAA)
Spring: IUSM Committee evaluates progress; IUSM Committee provides feedback to faculty member & department chair

Tenure and Promotion Review Year
Summer: Dossier submitted to OAA
Fall: IUSM Committee evaluation; Dean’s evaluation
Winter: IUPUI Committee evaluation; IUPUI Dean of Faculties evaluation; IUPUI Chancellor evaluation
Spring: Vice President’s Office (Bloomington) Trustees

Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8 Year 9 Year 10

Tenure and Promotion Submission Year
Winter: Prepare CV and dossier
Spring: Notified that dossier must be prepared; Letters of evaluation sought
June: Primary committee review; Department Chair review; Regional Center director review (if applicable)

Promotion Effective
July

Tenure Effective
July

Available for all tenure track appointees
Available for those hired after July 2011
External Review
School Level
Campus Level
Executive Vice Chancellor
Executive Review
Board of Trustees

P&T LEVELS OF REVIEW
EXTERNAL REVIEW

PURPOSE
Objective Evaluation
• national reputation
• accomplishments in area of excellence
• significance of scholarship
• stature of dissemination outlets
• contributions to professional organizations
• professional standing and expertise

CANDIDATE’S ROLE
May
• provide a list of experts or leaders in their field
• provide names of persons not to contact

Cannot
• provide the summary of reviewers
• know the final list of reviewers
• list mentors, close personal friends, co-authors, collaborators

Minimum of 6 arms-length letters of external review required.
SCHOOL LEVEL

- Primary Committee or Department Level
- Department Chair
- Unit Committee or School Level
- School Dean
Non-controversial Cases with no Divided Votes at any Level

- Two reviewers (primary and secondary) each read dossier and complete an evaluation form
- Evaluation forms distributed to committee
- Reviewers present case to committee
- School representative asked to comment if appropriate
- Committee has minimal discussion on case
- Members vote and submit ballot
Controversial Cases or *All Read* Cases with Divided Votes at any Level

- All committee members read the dossier
- Two reviewers (primary and secondary) each read dossier and complete an evaluation form
- Evaluation forms distributed to committee
- Reviewers present case to committee
- School representative asked to comment as needed to clarify information
- Committee discusses case
- Members vote and submit ballot
LATER LEVELS OF REVIEW

• Executive Vice Chancellor/Chief Academic Officer
  • Reviews case and completes an independent review
  • Forwards recommendations to the Chancellor

• Executive Review
  • IUPUI Chancellor reviews cases and confers with the IU and Purdue Presidents on joint recommendations
  • Forward recommendations to the respective Board of Trustees

• Board of Trustees
  • Promotion takes effect July 1 for 12-month faculty/
    August 1 for 10-month faculty
  • Tenure takes effect July 1 the following year
ASSESS PROGRESS

Adequate evidence?
• Area of excellence
• Secondary area(s)

What yet needs to be done?
• Scholarship
• Collect, summarize, effectively present evidence
• Reflect, refine, polish dossier

Your dossier speaks for you at all levels of review.
ACADEMIC AFFAIRS WEBSITE

Chief Academic Officer’s Guidelines for Promotion and Tenure
http://academicaffairs.iupui.edu/PromotionTenure/IUPUI-Guidelines

Dossiers
http://academicaffairs.iupui.edu/PromotionTenure/Dossier-Samples

Resources
http://academicaffairs.iupui.edu/PromotionTenure/Resources

Adobe Presenter Online Foundational Programs
http://academicaffairs.iupui.edu/PromotionTenure/Online-Foundational-Programs
CAMPUS RESOURCES

• Faculty Colloquium on Excellence in Teaching (FACET) https://facet.indiana.edu/
• Office of Research Development http://research.iupui.edu/
• OVCR - Office of the Vice Chancellor for Research http://research.iupui.edu/ovcr/
• Center for Teaching and Learning (CTL) http://ctl.iupui.edu/
• Center for Research and Learning (CRL) http://www.crl.iupui.edu/
• Center for Service and Learning (CSL) http://csl.iupui.edu/
• Office for Women http://ofw.iupui.edu/