



IUPUI

OFFICE OF ACADEMIC AFFAIRS

Offer Conditions for Tenure Track Faculty

Initial appointment duration

- Most offers at IUPUI have either a one-year or a three-year initial appointment. (use the term “appointment” not “contract.”)
- A longer initial appointment time would be *very unusual*.

Hiring with a standard probationary period

- For all schools except Medicine, the normal probationary period is 7 years total, with an application for promotion/tenure beginning in spring of the 5th year (school and campus reviews are conducted during the 6th year); 9 years for Medicine.
- If you think the person might want to apply early for tenure:
 - A third-year review is **mandated by Faculty Council**. See Faculty Guide, pages 44-45, 47. Therefore, if someone is considering an application *earlier* than the fourth year, they should have an *early third-year review*—think, spring before they apply for the fall cycle¹.
 - The third-year review may be waived if someone enters with at least two years of credit towards tenure.
 - Applying early is only available *once*. (Faculty Guide: someone may **begin** an application for early tenure **only once**); if the candidate withdraws during the process, he or she must then wait until the regular time.
 - Someone may **withdraw** an early application at any time up to when the IU President makes his decision. The IU Presidential decision ends the “single full review.”²
 - All letters in a withdrawn case are saved; letter-writers are contacted to see if they will update their letters, for subsequent candidacy.
- Extensions to the probationary period:
 - Parental leave generally involves a one-year extension. Candidates can waive this, but the default for non-IUSM is for an extension; IUSM faculty must specifically request an extension³. *Form: Understanding on Tenure Status during Leave*. Extensive medical leave for other reasons also usually involves an extension. Communicate with faculty HR.
 - Candidates can also request an extension for other reasons (uncontrollable circumstances). The request should initiate with the candidate, be explained fully by the chair, and be agreed to by the dean, before being submitted to Sr. Assoc. Vice Chancellor Margie Ferguson.
 - **Calendar 2020: any candidate may request an extension due to COVID through a stream-lined process until Dec. 31st 2020. Someone receiving a COVID extension may also receive any other recognized extension.**
 - **Candidates whose COVID extension occurs before their third year review may conduct their third year review either in the original year, or one year later.**

For questions related to faculty affairs, please contact the
IUPUI Office of Academic Affairs team at acadhr@iupui.edu



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Hiring with credit towards tenure

- All years of credit towards tenure should be clearly stated in the offer letter. It must be spelled out at the time of hire; it cannot be added or changed later (see [ACA-37](#)).
- The benefit of credit towards tenure:
 - The ability to apply earlier for tenure; others need to wait until after the 3rd year review *or* the third year review needs to be accelerated
- The disadvantage of credit towards tenure:
 - The candidate cannot apply *later* for tenure.

Work completed before IUPUI position: will it count towards tenure?

- Generally, “yes” work completed before the first promotion and gaining tenure is part of the person’s record and trajectory. If you wish this spelled out for an individual who is asking, I have a lengthy explanation.
- Since tenure is based on trajectory and promise of future contributions, warn candidates against basing their cases *solely or primarily* on work completed before IUPUI, without continuing work at IUPUI.
- For units which have numeric expectations for promotion/tenure (e.g. “five articles in rank”) spell out exactly what will count, either in the offer letter or in a subsequent memo.
- For librarians, all professional-level work completed before tenure is awarded is counted as ‘in-rank.’

Hiring with promotion [but not tenure]:

- If someone was already an associate professor elsewhere, you may hire them at the rank of associate professor with no further documentation. Please be explicit about years of credit or other special circumstances about their scholarly work.
- If someone was an assistant professor, and you intend to hire them at the associate professor rank (an ‘embedded’ promotion), **include a statement from the school P&T committee**⁴ affirming they meet current rank requirements.
- *Hiring at the full professor rank but without tenure should be rare, and should be clearly explained in a cover memo. It helps if the letters of recommendation are clear about qualifying for the rank.*

Hiring with tenure:

- The cover sheet for tenure-track positions describes the additional information needed for an offer-with-tenure: total of six external letters, a statement from the dean, and a statement from the school P&T committee.
- If a promotion is embedded, ensure that the dean and the P&T committee cover that in their reviews.
- An appointment needs to be made with SAVCAA Margie Ferguson to interview the candidate. Contact oa@iupui.edu

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