

X. Tenure and Promotion Policies and Procedures

EFFECTIVE 2018

A. University Policy

The University Policy regarding promotion can be found at <http://www.purdue.edu/policies/academic-research-affairs/ib2.html>. The University's Promotion Guidelines (Form 36 Instructions) can be found at this location as well.

B. College of Science Promotion Documents

Per West Lafayette Campus Promotions Policy, "A candidate should be given the opportunity to help create and review his/her promotion documentation and should receive a copy of any document (with confidential statements omitted) that will be submitted to the primary, area, and/or University committee(s). It is the right of the candidate to have included in his/her departmental file whatever the candidate chooses to add, including the candidate's own brief (one page) comments about teaching, research/creative activities, and service. The candidate may choose that these brief comments be attached to the promotion document."

The following is a College of Science Promotion Document format that incorporates current University formats.

All pages of the document, including the first page which is the Form 36, should include the footer "LastName, Page 1 of XX" in the lower right corner. In the lower left should be the department name.

Earth, Atmospheric, and Planetary Sciences

Jones, Page 2 of 56

Page 2 should be the Table of Contents. Use the outline format:

- I.
- A.
- 1.

I. General Information

- A. Education
- B. Previous Positions
- C. Present Position
- D. Awards and Honors
 - a. Internal to Purdue
 - b. External to Purdue
- E. Professional and Scholarly Associations
- F. Other items unique to the person or Department – example: citations in biographical works such as *Who's Who in America*, *American Men & Women of Science*, etc.

II. Learning

At the beginning of the learning/teaching section, a statement on the individual's teaching may be included from either the candidate's departmental committee or the individual. The document should contain a clear indication regarding who created the material. The University Promotions Committee Guidelines state that the last 3 years of teaching data should be included; however, all the teaching data seen by the College of Science Area Promotions Committee should be forwarded to the University Promotions Committee. The 3 years was chosen to avoid listing courses by semester for 10-15 years. Therefore, showing 3-5 years by semester and summarizing earlier data in a table or in the narrative is appropriate, especially for promotions emphasizing teaching.

- A. Teaching Assignments at Purdue
 - A table format is suggested. Present the most recent 3-5 years by semester. Summarize older data by grouping, if appropriate. **Do not show more than 5 years of information.** Use the narrative to indicate teaching commitment over time. Please list courses with most recent first and clearly indicate any online courses with an *.

Semester & Year	Course Number, Credit Hr. and Type	Title of Course	No. of Students	Student Classification
S 1999	SCI 150, 4 cr, lecture/lab	Principles of Science	408	Fr through Sr
S 1999	SCI 430, 1 cr, seminar	Science Seminar	12	Sr
F 1998	SCI 350, 3 cr, lecture	Science Lectures	45	Jr & Sr

B. Selected Discussion of Courses

Include innovation, significant impact on curriculum, or other evidence of impact on undergraduate education.

C. Course Evaluations

1. Student Evaluation

List two to five of the major questions on the evaluation instrument (e.g., I rate the instructor's teaching as excellent, very good, etc.) and show the results. Give the number of students in each course and the number responding. Include course-specific norms for the past 5 years if this information is available. Do NOT include student comments. Again, indicate online courses with an *.

Semester & Year	Course	Responses/Enrollment	C1 Score (course median)	C2 Score (course median)
S 1999	SCI 150	104/115	4.3 (4.7)	4.5 (4.9)
S 1999	SCI 430	20/21	4.2 (4.5)	4.6 (4.3)
F 1998	SCI 350	46/55	4.6 (4.4)	3.2 (4.5)

(example questions – adjust appropriately based on departmental evaluation questions)

C1: Overall, I would rate this course...

C2: Overall, I would rate this instructor...

2. Peer Evaluation

The format for peer evaluation is determined by the department policy.

D. Other Contributions to Undergraduate Education

This may include, for example, counseling, being a faculty fellow, online course creation, leadership of study abroad programs, etc.

III. Discovery

A. Discussion

The primary committee, or members of the individual's promotion evaluation committee, is responsible for writing, reviewing and approving a summary of the research with comments on the significance and quality of the publications. An optional summary written by the candidate may be included if the candidate chooses. In this case, the document should contain a clear indication regarding what material was written by the candidate. Summary should focus on the individual's focused area of research, and high-risk or interdisciplinary research that is being undertaken.

B. Publications

A list of the top-tier journals (and conferences, if appropriate) in the candidate's field should be at the beginning of this section. The method by which the top-tier ranking was determined should be stated. List publications in conference proceedings separately with an indication of the importance of such publications in the particular field. The primary author(s) should be indicated by an asterisk (*), post docs by "P", graduate students by "G" and undergraduate students by "U". Publications with previous mentors should also be distinguished by "M". **Note:** all publication sections should be listed with the most recent publications first. For Assistant-Associate candidates, please separate out the following sections into pre-Purdue hire and post-Purdue hire. For Associate-Full candidates, please indicate pre-tenure and post-tenure.

1. Refereed
2. In press
3. Submitted
4. Non-refereed books and book chapters, etc.

C. Invited Lectures

D. Other Presented Papers

E. Other Professional Activities

F. Interdisciplinary Activities/Collaborations

G. Patents

H. Funding (be sure to clearly note internal to Purdue vs. external to Purdue awards)

1. Discussion of support
2. Award information

Agenda/Title of Grant: _____

Duration of Funding (Dates): _____

Total Amount of Award: _____

Your Role: _____

If Co-PI, for how much of the total funding are you directly responsible: _____

The above is the University required information. May be placed into table format if desired, as long as all elements are included.

I. Evidence of Involvement of Students and Post Docs in Research Programs

1. M.S. and Ph.D. students graduated – for each student, please list name, date graduated and position taken
2. Current graduate students, with start date of research with advisor and expected completion date

3. Current and previous undergraduate students with dates and major. Supervision of undergraduate research should be included here. Numbers or lists of undergraduates doing projects in a lab and a brief overview of the types of projects should be included.
4. Current and previous postdoctoral associates
5. Service on MS/PhD committees with dates.

IV. Engagement

- A. Discussion of Service
- B. Department
- C. College
- D. University
- E. Professional (editorial boards, study sections, panels, consulting, program committees, etc)
- F. Diversity Activities
- G. Other Engagement Activities (for example – mention of work in the media, creation of websites to disseminate research results, short courses/workshops, etc.)

V. Mentoring

- A. Undergraduate students
- B. Graduate students
- C. Faculty members

VI. External Referees (first two items directly from University Promotion Memo)

- A. External letters should be collected for all tenure and/or promotion cases. External letters should be sought from peer or aspirational peer universities. Examples of the peer and aspirational peers include members of the Association of American Universities (AAU) and leading international institutions. Letters may also be sought from faculty members at top academic programs from other institutions, and from preeminent experts at other institutions, although justification in the form of expertise credentials is expected in the latter case.
- B. It is essential to obtain unbiased evaluations, so the letters should come from distinguished scholars who are not: the candidate's thesis advisor (MS or PhD), or postdoctoral advisor; a collaborator on a project, book, article, report or paper within the

last 24 months; co-editor of a journal, compendium, or conference proceeding within the last 24 months; a business or professional partner; any family relation such as spouse, sibling, parent or relative. An exception would be a letter from a collaborator, clearly identified, who can help to define and evaluate the candidate's role in major collaborative work, as per section IV.B.6 of the Procedures for Granting Academic Tenure and Promotion document. Finally, when requesting a letter, it should be made clear that the letter writer should focus on the domain(s) of expertise of the candidate be that the scholarship of Discovery, Learning and/or Engagement.

- C. Credentials and, if appropriate, relationship to candidate. Identify which referees were suggested by the candidate and which by the Department.
- D. Excerpts with packet of full letters appended. Include all other correspondence or communications with the referees. Non-written communications should be recorded or summarized in writing.
- E. Copy of letter soliciting external comments. (Be sure to include the appropriate University disclaimer statement on all letters requesting comments from external referees-see below.)

University regulations require that the following paragraph be included in all requests for outside evaluations of present and potential faculty and administrators:

Candidates may request a summary of all evaluations in their file, however sources remain confidential. We cannot guarantee that at some future time a court or government agency will not require the disclosure of the source of confidential evaluations. Purdue University will endeavor to protect the identity of the authors of letters of evaluations to the fullest extent allowable under law.

C. College Policy on Promotion Letters

(adopted by College of Science Area Promotion Committee December 11,1996 and revised January 28,1998)

Promotion cases presented to the College of Science Area Promotion Committee in the fall of one year may have been considered by College of Science Departments for presentation to Area Promotion Committee during the previous fall. This section gives the Area Promotion Committee recommended policy for evaluating reviewer letters for a candidate's promotion case when letters were solicited for a case the previous year. Some recommendations are also included for handling reviewer letters that are solicited for the first time.

1. Definition

Reviewer letters solicited for a candidate's promotion case before the fall meeting of the Area Promotion Committee for the current year and after its meeting of the previous fall shall be considered current year letters. Per the University policy, a minimum of 5 letters is expected for tenure and/or promotion cases. A College target for the number of letters is 8 to 12.

2. Policy

- A. No consideration in a current year case shall be given to letters solicited for a promotion case that would ultimately have been considered in an Area Promotion Committee fall meeting two or more years earlier.
- B. If letters were solicited in the previous year for a candidate's promotion, the list of current-year reviewers shall consist of all writers of letters of evaluation in the previous year (with additions possible) of each letter if the author explicitly states that it is appropriate to use his or her letter from the previous year.
- C. Only potential reviewers who respond to a solicitation for a report shall appear in the list of reviewers for the current promotion year. Potential reviewers shall be included in the list of reviewers described above for the current promotion year only if they responded in the previous year.
- D. All substantive written responses (including e-mail) to a solicitation for a letter shall be included in the documentation.
- E. A description of the procedure for selecting reviewers should be included in the promotion document. No more than half of the solicited reviewers may be from a list proposed by the candidate. Each reviewer should be identified as candidate selected, committee selected, or both.
- F. All substantive communications with reviewers must be documented. Any communication from the candidate to a reviewer must go through the primary committee.