

**BEST PRACTICES FOR PROMOTION & TENURE PROCESSES  
REGIONAL CAMPUSES OF INDIANA UNIVERSITY**

**Committee Membership**

1. Faculty members without tenure may not vote on the award of tenure in promotion and tenure review committees.
2. Faculty members who have not attained the rank for which a candidate is applying may not vote on the awarding of that rank in review committees.
3. Committees comprised of at least three faculty members of appropriate rank are constituted at each level of review.
4. When a department, school, college, or campus lacks a sufficient number of faculty members of appropriate rank or tenure status, committee members are recruited from departments or schools with similar mission, or from another IU campus. A faculty member from a non-IU peer institution may be recruited in exceptional circumstances. All committee appointments described in this paragraph are approved by the campus Chief Academic Officer.
5. When it is necessary, as in the previous paragraph, to “borrow” faculty committee members from other departments, schools, campuses, or peer institutions, a faculty applicant for tenure or promotion is given the opportunity to object to the appointment of a particular individual for good cause.

**Committees and Voting**

6. At least two plenary reviews of each application on each campus shall be required:
  - A thorough and well-documented review by the department or school committee, and
  - A thorough and well-documented review by the campus-wide committee.
  - These reviews should be documented in a detailed letter.
7. Faculty members may not vote on promotion or tenure in review committees without fully participating in committee deliberations.
8. Faculty members and administrators who participate in the promotion and tenure process have full access to all materials in the candidate’s dossier and to assessments at all previous levels of review.
9. Except for requested reconsideration, each faculty member and administrator who participates in the promotion and tenure process may vote only once in any particular case.

## **Area of Excellence and External Letters**

10. The area of excellence is chosen by the candidate in consultation with his or her department chair and dean. The chosen area of excellence is not to be changed over the candidate's clearly stated objection.
11. The "balanced case" is disfavored and should only be pursued in rare instances.
12. Except in rare cases of unusually broad accomplishment, a candidate is evaluated on the basis of only one area of excellence. A candidate who pursues more than one area of excellence must provide a complete dossier supporting a finding of excellence in *each* area.
13. Promotion and tenure dossiers must have at least four external review letters from qualified individuals, with at least three from outside of Indiana University, which directly address the chosen area of excellence. (As a result, selection of multiple areas of excellence will often require additional letters.) Individual campuses may require more than four external letters.
14. External reviewers should not have a significant professional or personal relationship with the candidate, such as thesis advisor, post doctoral mentor, co-author, former colleague or classmate, or other personal relationship. Any such relationship must be clearly disclosed by the candidate.
15. All evaluations of scholarship must be based on at least two external review letters, even if the area of excellence is not scholarship.
16. All assessments by review committees or administrators must clearly describe the candidate's performance by reference to the terminology in University policies ACA-37 and ACA-38 ("excellent," "satisfactory," or "unsatisfactory"), even if additional categories or alternative terminology is also used.

## **Tenure and Promotion**

17. Except in initial hiring or in exceptional circumstances, the applications for tenure and initial promotion occur simultaneously.
18. Except where terms of lateral hiring expressly state otherwise, applicants for tenure and/or promotion before the end of the probationary period must demonstrate a compellingly strong case for tenure and/or promotion.
19. Recommendations for early tenure or promotion must expressly identify and find a compellingly strong case for early consideration.