

# INDIANA UNIVERSITY BLOOMINGTON

## Tenure and Promotion Statements

(By Action of the Bloomington Faculty Council: May 7, 1974; Last Amended: February 15, 1994)

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### 1974 Statement on Criteria for Tenure

After the probationary period, tenure shall be granted to the faculty member provided he or she satisfies the criteria for tenure in teaching, research and creative activities, and service.

Differences of mission between schools and departments are such that the relative weight attached to teaching, research, and service frequently vary considerably. In order to receive tenure, a faculty member should normally excel in at least one of these categories and be satisfactory in the others. The granting of tenure is not only a recognition of past achievements but a sign of confidence that the faculty member will achieve truly significant accomplishments in the future. In addition, the sections of the Indiana University Academic Handbook on criteria for promotion labeled "Teaching" and "Research and Creative Activities" apply also to the faculty member being considered for tenure. Consideration also should be given to the professional contribution made outside the faculty member's own department or school, as well as to contributions made to the total intellectual climate of the University.

If teaching is the primary criterion for tenure, it should be comparable to that of the most effective teachers at this institution. The faculty member must have demonstrated a superior ability and interest in stimulating in students a genuine desire for study and creative work.

If research or other creative work is the primary criterion, the faculty member should be well on the way toward achieving a national reputation for excellence in research or creative work in his or her field. In addition, a comprehensive plan of future research of high quality should be evident.

If service to the University, profession, state, or community is the primary criterion--distinguished contributions must be evident. In such cases effective service should be given the same consideration in determining tenure as proficiency in teaching or research. The evaluation of the service should be in terms of the effectiveness with which the service is performed, its relation to the general welfare of the University, and its effect on the development of the individual.

In addition to consideration of teaching, research, and service activities--tenure recommendations should be based on a prognosis of the candidate's future achievements--as determined by his or her dependability, growth, originality, potential, and versatility.

### Other Statements on Tenure and Promotion

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A. Every unit (College, school, department) shall generate a formal statement which specifies the mission of the unit and the unit's perception of the relative importance of teaching, research / creative activity, and service in receiving a favorable endorsement for promotion and tenure. Specific provisions for variations in the ranking of importance should be made for individuals who have formal unit approval of a mission that varies from the general unit's mission and a statement of the circumstances under which variations from these perceptions may be expected.

B. The types of material accepted by the unit as evidence of teaching, research / creative activity and service, including a statement concerning the unit's views of the strength of each type of evidence, shall be included in the unit document.

C. The head of each department and/or the dean of each school or College--in cooperation with a faculty committee from that department, school, or College--shall describe in writing the procedures used in that department, school, or College to implement the Indiana University Academic Handbook guidelines in arriving at regulations concerning tenure and promotion.

D. These documents must be current and public. Therefore, the unit document must be reviewed by the unit as a whole no less frequently than once every five years. A copy of the document must be provided to each faculty member at the time of his or her appointment and at the time of each five-year unit review of the document. Upon completing each five-year review, one copy shall be forwarded to the dean of the faculties and, in the case of departments, to the school / College dean for review and comment.

2. A Bloomington Campus Tenure Advisory Committee that will make tenure recommendations to the Dean of Faculties should be formed. The committee shall function in the following cases:

A. When there is a lack of agreement among the tenure recommendations to the Dean of Faculties from any faculty committees or administrators.

B. When there is agreement among the tenure recommendations to the Dean of Faculties with which the Dean of Faculties disagrees.

The committee also may be asked to consider tenure cases by the Dean of Faculties under special circumstances when additional advice or input is necessary before a final recommendation is made. The Bloomington Campus Tenure Advisory Committee shall have access to all tenure dossiers in order to evaluate better those about which there is disagreement.

The Bloomington Campus Tenure Advisory Committee shall be composed of no more than ten faculty members of which at least four (excluding administrators and departmental chairmen) shall be from the professional schools and at least four from the College of Arts and Sciences and shall be appointed by the Dean of Faculties for a term of two years. In order to assure continuity, in the first year the appointments are made, half the members of the committee shall be appointed for a term of three years.

3. The membership of all committees concerned with promotion and tenure shall be made a matter of public record at the time of their appointment.
4. Beginning in the 1976-77 academic year for faculty and in the 1977-78 academic year for librarians, the granting of tenure to IU-Bloomington faculty and librarians also shall constitute promotion to associate professor for those faculty not already holding that rank and to associate librarian for those librarians not already holding that rank. The promotion shall become effective at the beginning of the academic year immediately following the one in which the positive tenure decision has been made.
5. All members of deans' promotion and/or tenure advisory committees shall be issued, at the beginning of each academic year they serve, the relevant campus and University statements of criteria on which they are to judge the dossiers they review.
6. The Dean of Faculties shall have responsibility of insuring that the complete file of the descriptions of each unit's procedures and criteria used in implementing the campus and University guidelines for promotion and tenure decisions shall be placed in the Reference Department of the Graduate Library, where all Bloomington faculty and librarians shall have access to it. The file shall be bound in such a way that, as units revise their descriptions, the new descriptions can be inserted to replace the old ones.
7. In the offer letter sent at the time of initial hiring of a new faculty member, the appropriate unit head or department chairperson shall describe briefly the kinds of professional duties expected from faculty members at Indiana University and shall state how the criteria for promotion and tenure are likely to apply in the individual faculty member's case. This letter shall have been approved by the Dean of Faculties prior to being sent.
8. The Faculty Affairs Committee's Report on Promotion and Tenure Procedures on the Bloomington Campus [Circular B19-77] shall be forwarded to the Dean of Faculties and to all unit heads as a Bloomington Faculty Council document.
9. The Dean of Faculties shall be asked to make every effort to see that all units on the Bloomington Campus evaluate their procedures on promotion and tenure in terms of criteria similar to those used in this report [Circular B19-77].
10. The Dean of Faculties shall be asked to report no later than March 1978 about changes in unit procedures for promotion and tenure.
11. We reaffirm the principle adopted by the Board of Trustees, July 25-29, 1969, that tenure is specific to a single campus:

*All of the foregoing principles, policies, and procedures relating to tenure are applicable to all University schools and departments on all campuses. The tenure of any faculty member, however, is specific to the campus unit in which he is serving at the time of his acquisition of tenure. Consequently, it is the responsibility of each unit of the University to develop appropriate structures and administer the necessary procedures for the implementation of general University tenure policies.*

In any case in which the position of a faculty member with tenure has been eliminated or has been removed from the jurisdiction of the University, the University will make every reasonable effort to place the faculty member in a comparable position elsewhere in the University or in another institution.

12. The faculties of each multi-campus unit should move as rapidly as possible toward the development of common application of the standards for promotion.

13. The faculty of each multi-campus unit should move toward guidelines for the preparation of dossiers and common review procedures for promotion. Promotion recommendations for Bloomington-based and Indianapolis-based faculty members of multi-campus units should be considered by joint promotion committees formed from those operating for the two campuses; the recommendation from these joint committees should be made to the Vice President who has supervisory responsibility for the unit in which the faculty member belongs. For multi-campus schools operating on other campuses, the joint promotion committee should include representation from the other campuses.

14. The faculty of each multi-campus unit should move toward common guidelines for the preparation of dossiers and common review procedures for tenure recommendations. Tenure recommendations for Bloomington-based and Indianapolis-based faculty members of multi-campus units should be considered by a joint tenure advisory committee formed from those tenure advisory committees operating for the two campuses. The recommendations are advisory to the two Deans of Faculties and to the two academic Vice Presidents. Following concurrence with the Vice President of the home campus, the Vice President to whom the school reports will forward the recommendation to the President and the Board of Trustees. While it is desirable that each multi-campus unit move toward common standards for the recommendation of tenure, if differing standards existed at the time of employment of a probationary faculty member, those standards should continue to apply to him or her.

15. Faculty assignments should be based on program needs with faculty members in positions of their greatest strength and professional interest. New faculty members should be employed with as clear an understanding as possible regarding possible assignments and teaching responsibilities on a single campus or on more than one campus.

16. Faculty who teach or are engaged in activities on more than one campus should have their loads adjusted to reflect their assignments.

17. The professional performance of each faculty member at the rank of Associate Professor or below and each librarian at the rank of Associate Librarian or below shall be reviewed annually. At that time the appointee shall be informed--customarily by the principal administrative officer of the department, school, program, or division of the University in which the individual holds his or her appointment--of all matters relevant to eligibility for promotion. The appointee shall cooperate with the principal administrator to insure that the file on which such a review is based contains all relevant materials.

In the case of a non-tenured appointee, a written statement summarizing the substance of each annual review should be kept in the file, and a copy should be given to the appointee. In the case of a tenured appointee, the principal administrator shall confirm in

writing, to the appointee and to the Dean of the Faculties, that an annual review or evaluative discussion with the appointee has taken place. The appointee has the right to request and to receive a written statement from the principal administrator summarizing the substance of the review or discussion; the principal administrator may, at his or her discretion, provide such a written statement even though it is unrequested. If a statement is written, copies both must be placed in the file and given to the appointee.

Before any decision is made within a department, school, program, or division about whether to recommend promotion, the appointee shall be notified that he or she is under such consideration and that within a properly specified period of time, such as two to four weeks, he or she may submit materials which it is believed will be relevant to a consideration of his or her professional qualifications.

18. Each unit shall develop a plan for the evaluation and improvement of teaching and for assuring that teaching is accorded significant weight in promotion, tenure, and salary determinations.

The unit head shall report the details of the plan and methods for its implementation to the Dean of Faculties' Office and to the appropriate school dean by December 12, 1984. After that time the Dean of Faculties, in consultation with the appropriate school dean, regularly shall evaluate the plan and evaluate and assist each unit's progress in implementing its own plan.

19. For matters of tenure, each faculty member shall be allowed to prepare and to have evaluated his/her supporting documentation under either the unit statement on tenure in existence in the unit at the time of his/her appointment or the statement in effect at the time the dossier is forwarded for consideration for tenure.

20. An academic employee has the option to waive his or her right to inspect letters of evaluation solicited by the university for purposes of recommendation on initial appointment, reappointment, promotion, or tenure. If the employee chooses to waive this right, he or she may request a detailed summary of the contents contained in the letters of evaluation.

The summary should be a combination of the major points raised in all the letters of evaluation solicited by the university. It should be structured in a manner to protect the identity of the evaluators but be sufficiently detailed to provide the candidate with all the information that is relevant to each decision about the employee's status.

21. The Bloomington Faculty Council reaffirms that changes in the description of faculty positions as defined in the *Academic Handbook*, or the institution of new ranks that would alter the definition of faculty, must be approved by the Bloomington Faculty Council.

22. The Bloomington Faculty Council resolves that a representative committee be appointed through the council to assess the role of teaching and make appropriate recommendations concerning the role of teaching in the university.

23. All documents explaining or interpreting promotion and tenure criteria statements, including letters to referees, are to be regularly reviewed and approved by the faculty of

the unit (department, school, college) in the same manner as the mission and criteria statement itself. Copies of all such texts are to be sent to all faculty in the unit and to the Dean of Faculties.

24. Explanatory documents and letters sent to referees are to be discussed as a part of the annual review for non-tenured, tenure-track faculty members so that they may understand all current statements and interpretations as well as those in effect when hired on tenure-track appointment.

25. The policy of offering academic employees the option to waive their "right to inspect letters of evaluation solicited by the University for purposes of recommendation on initial appointment, reappointment, promotion, or tenure," (*Academic Guide: Indiana University, Bloomington Campus*, Document E-XVI) approved by this council on April 15, 1986, should be repealed.

26. The Bloomington Faculty Council affirms that current annual reviews of faculty members and librarians, tenured and non-tenured, are in general adequate for the purposes of evaluating and documenting faculty performance. In light of the extensive annual review procedures that already exist, we oppose instituting additional review procedures such as five-year reviews.

*(Also related to tenure and promotion is the Policy on Part-Time Faculty, Lecturers, and Librarians [Circular B29-75] which was approved by the Bloomington Faculty Council on April 22, 1975 but which is not yet in effect for the Bloomington Campus because the administration has not yet acted on it.)*

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1974 Statement: adopted by Bloomington Faculty Council on May 7, 1974  
amended by Bloomington Faculty Council on December 4, 1979  
Resolution 1: adopted by Bloomington Faculty Council on February 12, 1974  
amended by Bloomington Faculty Council on March 5, 1985  
Resolution 2: adopted by Bloomington Faculty Council on February 12, 1974  
Resolution 3: adopted by Bloomington Faculty Council on October 7, 1975  
Resolution 4: adopted by Bloomington Faculty Council on April 20, 1976  
amended by Bloomington Faculty Council on January 18, 1977  
Resolution 5: adopted by Bloomington Faculty Council on April 20, 1976  
amended by Bloomington Faculty Council on January 18, 1977  
Resolution 6: adopted by Bloomington Faculty Council on April 20, 1976  
amended by Bloomington Faculty Council on January 18, 1977  
Resolution 7: adopted by Bloomington Faculty Council on September 21, 1976  
Resolution 8: adopted by Bloomington Faculty Council on April 19, 1977  
Resolution 9: adopted by Bloomington Faculty Council on April 19, 1977  
Resolution 10: adopted by Bloomington Faculty Council on April 19, 1977  
Resolution 11: adopted by Bloomington Faculty Council on April 4, 1978  
Resolution 12: adopted by Bloomington Faculty Council on October 18, 1977  
Resolution 13: adopted by Bloomington Faculty Council on November 1, 1977  
Resolution 14: adopted by Bloomington Faculty Council on December 6, 1977  
Resolution 15: adopted by Bloomington Faculty Council on December 6, 1977  
Resolution 16: adopted by Bloomington Faculty Council on December 6, 1977  
Resolution 17: adopted by Bloomington Faculty Council on February 20, 1979  
Resolution 18: adopted by Bloomington Faculty Council on December 6, 1983  
Resolution 19: adopted by Bloomington Faculty Council on November 5, 1985  
Resolution 20: adopted by Bloomington Faculty Council on April 15, 1986  
Resolution 21: adopted by Bloomington Faculty Council on January 15, 1991  
Resolution 22: adopted by the Bloomington Faculty Council on January 15, 1991  
Resolution 23: adopted by the Bloomington Faculty Council on November 17, 1992  
Resolution 24: adopted by the Bloomington Faculty Council on November 17, 1992  
Resolution 25: adopted by the Bloomington Faculty Council on January 18, 1994  
Resolution 26: adopted by the Bloomington Faculty Council on February 15, 1994