

ACADEMIC DEPARTMENT\UNIT PTR GUIDELINES TEMPLATE

Unit Promotion, Tenure and Reappointment (PTR) guidelines provide the framework used by candidates throughout their academic career, as well by all levels of review, to evaluate worthiness for promotion and reappointment at Indiana University South Bend. In light of ongoing changes in PTR policies guiding decisions at Indiana University in general, and the South Bend campus in particular, it is important that units periodically review their guidelines to ensure they reflect current University, campus, and college\school practices. Based on an analysis of existing guidelines from all units on campus, the Academic Senate Promotion, Tenure, and Reappointment committee requests that units and Colleges review their PTR guidelines to ensure that, at minimum, they address the topics outlined in the template below for ranks used in their unit. It is important to note that the less ambiguous the guidelines, the less room there is for misinterpretation on the part of the candidate and various levels of review.

Definitions of terms used in the PTR Template:

Specific Guidelines: Faculty work is evaluated as excellent, satisfactory, or unsatisfactory, and, for the balanced case, very good, in each of the areas of teaching, scholarship, and service. The guidelines should state explicitly what a faculty member must achieve in each of the areas in order to be reappointed, promoted, and/or tenured. For example, a unit's guidelines for promotion to associate professor might say that to be promoted, a faculty member must be evaluated as excellent in either teaching or scholarship and satisfactory in the other two categories.

Criteria: A description of criteria or standards that must be achieved in order for a faculty member to be evaluated as excellent, satisfactory, or unsatisfactory, and, for the balanced case, very good, in each of the areas of teaching, scholarship, and service, for the purposes of reappointment, promotion, and/or tenure. For example, a unit's guidelines for determining satisfactory performance in scholarship for promotion to associate professor might say that a faculty member must be developing a program of research and contributing original inquiry to the field through peer-reviewed publications and/or presentations, while excellence in scholarship requires demonstrable progress towards establishing a national reputation as a research scholar, with a maturing research program and a record of disseminating their work in peer-reviewed publications and national venues.

Exemplars: Examples of what constitutes evidence for demonstrating performance in the areas to be evaluated (e.g. Scholarship, Teaching, Service, Performance, Professional development).

PTR TEMPLATE

Reappointment

Specific Guidelines–Scholarship\Teaching\Service (Performance\Professional Development\Service for Librarians)

Tenure and Promotion to Associate Professor (or Associate Librarian)

Specific Guidelines–Scholarship\Teaching\Service (Performance\Professional Development\Service-Librarians)

Criteria–Scholarship\Teaching\Service (Performance\Professional Development\Service-Librarians)

Exemplars–Scholarship\Teaching\Service (Performance\Professional Development\Service-Librarians)

Promotion to Professor (or Librarian)

Specific Guidelines–Scholarship\Teaching\Service (Performance\Professional Development\Service-Librarians)

Criteria–Scholarship\Teaching\Service (Performance\Professional Development\Service-Librarians)

Exemplars–Scholarship\Teaching\Service (Performance\Professional Development\Service-Librarians)

Promotion to Senior Lecturer\Clinical Associate Professor\Clinical Professor

Specific Guidelines–Teaching\Service

Criteria–Teaching\Service

Exemplars–Teaching\Service

Renewal-Senior Lecturer\Clinical Associate Professor\Clinical Professor

Specific Guidelines–Teaching\Service

Criteria–Teaching\Service

Exemplars–Teaching\Service

Links or references to current PTR Guidelines from:

School or College or Library

IU South Bend

Indiana University

Approval date: