

**(IU South Bend PTR Committee charge at the end of this document)**

## **GUIDELINES FOR REAPPOINTMENT AND PROMOTION FOR LECTURERS AT IU SOUTH BEND**

March 27, 2020

**(see ACA-14, ACA-18)**

There are three ranks on the lecturer track: Lecturer, Senior Lecturer, and Teaching Professor. These ranks provide the possibility for promotion and avenues of professional development and academic achievement, which will benefit not only the faculty members involved but also the University as a whole. Candidates for promotion to Senior Lecturer and Teaching Professor must be judged “excellent” in teaching and at least satisfactory in service. Candidates for promotion to Teaching Professor must establish a record of excellence for the years after their initial appointment to senior lecturer, using criteria and exemplars provided by the Lecturer's academic unit, appropriate for the academic discipline and the lecturer's assigned duties. (see below II. Criteria and Procedures for more details.)

Prior to promotion to Senior Lecturer, each Lecturer must be reappointed each year. The schedule for reappointments is established each year by Academic Affairs and will be made available by the end of May for the coming year. After five years in rank as Lecturer, lecturers must apply for Senior Lecturer during their sixth year. (See procedures below). Upon promotion to Senior Lecturer, the faculty member must be reappointed to that rank every five years following the schedule established by Academic Affairs. Candidates who are unsuccessful in their application for Senior Lecturer will be allowed to complete their contract with the University. After one reappointment in the rank of Senior Lecturer, a faculty member may apply for the rank of Teaching Professor.

Upon promotion to Teaching Professor, the faculty member must be **reappointed to that rank every seven years** following the schedule established by Academic Affairs.

### **Reappointment Dossier Guidelines**

Uniform documentation in Reappointment dossiers enables the faculty in the various academic units to represent themselves effectively and all levels of review to evaluate them fairly.

Reappointment dossiers sent to the Senate Promotion Tenure and Reappointment committee should consist of only the following documentation:

1. Recommendations from all previous levels of review, using the standard reappointment form.
2. Current curriculum vita.
3. The latest available annual report. The Senate PTR Committee often reviews the dossiers while the current annual reports are being prepared. Thus, the latest available annual report would generally be the one from the prior year.
4. The dean and/or chair's evaluation of the latest available annual report.
5. The most recent year's student course evaluations as submitted with the annual report.

6. In case of a Recommendation for Reappointment with Reservations or a Recommendation against Reappointment at any level of review in the previous year, the dossier must include the previous year's reappointment forms and annual evaluation.
7. Additional information may also be requested by the Senate PTR committee.

Other items will not be considered by the Senate PTR committee, except when observing a candidate's rights to Reconsideration. (IV.B. below)

### **Promotion to Senior Lecturer/Teaching Professor**

#### *I. Routing of Recommendations for Promotion to Senior Lecturer/Teaching Professor*

Indiana University uses the eDossier system for depositing and routing all documents pertaining to promotion to Senior Lecturer/Teaching Professor.

Each unit (School or College) in the university is constituted differently, and therefore, the routing of recommendations for promotion to Senior Lecturer/Teaching Professor through the eDossier system varies from unit to unit. Typically, the chair of the department (or the Dean of the college) works with the office of the EVCAA to open an eDossier for each candidate. Routing of recommendations for promotion to Senior Lecturer/Teaching Professor at IU South Bend proceeds through the eDossier system to the departmental promotion and tenure committee, to the departmental chairperson (where applicable), to the unit promotion and tenure committee, to the unit dean, to the Academic Senate Promotion, Tenure, and Reappointment Committee, to Executive Vice Chancellor for Academic Affairs, and finally, to the Chancellor.

#### *II. Criteria and Procedures*

The primary responsibility for a Lecturer at any rank is teaching, however, emphasis placed upon teaching and service varies among the academic units and by position at IU South Bend, and faculty in the Lecturer ranks should be made aware of these differences. It is the responsibility of each unit at the appropriate level of review to present its Lecturer rank faculty members at the beginning of their service with a written statement that clearly outlines the unit's general expectations regarding the type and quality of activities in all areas evaluated for reappointment and promotion. For promotion to the ranks of Senior Lecturer and Teaching Professor, though scholarship and creative activity may inform dossier reviewers about the character of an applicant's service and/or ongoing professional development as a teacher, disciplinary scholarship and creative activity are not required (ACA-18). A copy of each unit's current statement of expectations must be given to the Executive Vice Chancellor for Academic Affairs, who is responsible for reviewing and maintaining a file of such documents.

#### *III. Activities and Procedures of the Academic Senate Promotion, Tenure, and Reappointment Committee (see also Article IX of the Senate Constitution)*

The committee shall evaluate candidates' qualifications for promotion and reappointment and report its recommendations to the Executive Vice Chancellor for Academic Affairs.

- A. Each Spring, the administration shall develop a schedule, establishing decision dates for the coming academic year for all levels of review. This schedule will be posted on the Academic Affairs web site by May 31.
- B. The office of the Executive Vice Chancellor for Academic Affairs provides lists of candidates to all units and the Senate PTR committee by August 1.
- C. Submitted documentation proceeds through each college Dean's office to the PTR committee.
- D. The committee submits its recommendations through eDossier to the Executive Vice Chancellor for Academic Affairs. Its recommendations include vote counts. All assessments by review committees or administrators must clearly describe the candidate's performance by reference to the following terminology: "excellent," "satisfactory," or "unsatisfactory."
- E. The committee will notify the candidates and all previous review levels, informing them of the committee's recommendation. The vote tally is not reported to candidates or previous levels of review. In the event of a negative recommendation, the committee shall provide a rationale.
- F. Only after the committee notifies the candidates of its recommendation may the Executive Vice Chancellor for Academic Affairs and/or the Chancellor meet with the committee.
- G. In the event a candidate receiving a negative recommendation requests an oral or written explanation, the committee must respond with a written reply within ten working days of that request.
- H. Any voting member of the committee has the privilege to call for another vote on a specific candidate until the time the candidates are notified.
- I. The committee shall maintain internal records of its deliberations, procedures, and actions including ballots. In addition, the committee shall submit an annual report to the Academic Senate and to the university archives. This report shall include a description of the committee's internal procedures, the number of cases considered, and the number of affirmative recommendations of promotion cases according to rank.
- J. The Chancellor and the Executive Vice Chancellor for Academic Affairs will provide the Academic Senate with a report on their recommendations in aggregate by rank and categories of excellence.

#### *IV. Candidate Rights*

##### *A. Notification Procedures*

- 1. The faculty member must be notified by his or her principal administrative officer that he or she will be under consideration for reappointment or promotion to Senior Lecturer, following the schedule established by the Office of Academic Affairs. At any time after one reappointment in the rank of Senior Lecturer, a faculty member may apply for the rank of Teaching Professor, except that a candidate may not apply for both Reappointment and Promotion in the same year.
- 2. Each level of review submits its recommendations and vote counts through eDossier, thereby making these available to the next level and all previous levels of review.
- 3. The faculty member is to be notified immediately, upon completion of each level of review, of that level's recommendation without the vote count.

4. ACA-22, section 4, outlines a procedure for review of cases of non-reappointment. IU South Bend uses this procedure for all full-time faculty in cases of review of non-reappointment and in cases of review of reappointment with reservations. Upon receipt of a negative recommendation or a reappointment with reservations at any level for reappointment, the faculty member shall also receive a copy of ACA-22.

B. Reconsideration

After a negative recommendation for reappointment, or a reappointment with reservations, at any level, the candidate may, within five working days, make a written request for reconsideration with supporting documentation. If any level of review receives a request for reconsideration from a candidate, that level of review must a) notify the next level of review, b) review the case, and c) submit a response to the candidate and the next level of review within ten working days.

C. Appeal

When a candidate has been informed by the Chancellor of a negative promotion or reappointment recommendation, the candidate may appeal within 30 days that recommendation in writing to the Faculty Board of Review.

D. Dossier Manager

A program chair, tenured faculty or senior lecturer colleague from the same or other department serves as dossier manager, requesting letters of review (both internal and external) and assisting the candidate in assembling and organizing of the dossier. A dossier manager shall not serve on committees that will review the dossier beyond the initial level of review.

V. *Electronic Dossiers (eDossier)*

A. Comments about eDossier Organization

1. Faculty should consult with their unit Dean or the head of their program regarding the items to be included in the dossier. In addition, candidates are encouraged to contact UCET for guidance in dossier preparation.
2. The candidates are responsible for explaining the relevance of evidence submitted in their dossiers and to guide the reader through the material by presenting it clearly. They should remember that some readers will not be familiar with the candidates' areas of expertise or with the proper weight to be given to some specialized evaluations (e.g., those of outside scholars, refereed journals).
3. The items listed below follow the organizational structure of the eDossier web site. It is highly recommended that the candidate consult with their unit Dean or program head to insure that specific items are placed into the correct eDossier folders.
4. A program chair or tenured faculty colleague from the same or other department serves as dossier manager, assisting the candidate in assembling and organizing of the dossier, including requesting letters of review, both internal and external.

B. Dossier Content

1. Dossier

Vote Record

Internal Review Record: Statements from official PT&R levels of review.

External Review Letters: Dossiers for promotion to Senior Lecturer and Teaching Professor require 4 letters from reviewers outside the candidate's department evaluating teaching and supporting the area(s) of excellence for Teaching Professor. Letters may be internal as well as external to the IU South Bend campus. Reviewers should hold at least the rank (or equivalent) of that being sought by the candidate. Reviewers should not have a significant relationship with the candidate (such as thesis advisor, post-doctoral mentor, co-author, former colleague or classmate, or personal relationship) and any such relationship must be clearly disclosed by the reviewer or the candidate.

List of Referees Contacted

2. Solicited Letters: Letters solicited from the Dossier manager from faculty, administrators, students, and others.

Teaching: Letters not included in Teaching from colleagues, students, and others addressing quality of teaching.

Research: Letters not included in Research and Creative Activities, from colleagues, students, and others addressing quality of scholarship or creative activities.

Service: Letters from colleagues, students, and others addressing quality of service.

3. Supplemental-post submission

Supplemental supporting documents: Information added after submission, if needed (e.g. new publications, awards, and rebuttal letters from candidate).

4. General

Department and School Criteria: Written statement of the standards and expectations of the academic unit (college or school, and/or department) regarding the type and quality of activities in the three areas evaluated for Reappointment, Tenure and Promotion. Statement of Special Circumstances (e.g., time towards tenure agreements) should be included here as well.

Candidate's Curriculum Vitae: Folder should also include all Annual Reports, Evaluations, and Reappointments.

Candidate's Statements: Reflections on Research/Creative Activities, Teaching (including teaching philosophy) and Service.

Department (or School) List of Prospective References

Candidate's List of Prospective References

5. Research/ Creative Activity

Copies of Publications and/or Evidence of Creative Work: Other relevant evidence of scholarly or creative contributions not specified below should be included here.

Reviews of Candidate's Books, Creative Performances and Exhibitions

List of Grants Applied for/Received

Copies of Manuscripts or Creative Works in Progress: Other works may include works "in press", papers presented at professional meetings, and works in progress (presented in a brief outline).

Evidence for the Impact/Influence of Publications or Creative Works

Evidence for the Stature/Visibility of Journals, Presses or Artistic Venues: An evaluation of the stature of the journals in which articles appear or the museums, theaters, etc., exhibiting the creative works.

Awards and Honors for Research/Creative Activity

Candidate's Contributions to Collaborative Projects: Statement of the candidate's contribution to works having more than one author.

## 6 Teaching

List of Courses Taught: List of specific courses taught, by semester and academic year.

Sample of Course Materials

Graduate Training

Student Awards, Honors, Collaborative Publications, Achievements

Undergraduate Research Experiences and Mentoring

Student Course Evaluations: Student evaluations, listed by course and semester. Candidates for tenure must include all student evaluations from the probationary period. Candidates for promotion should include all student evaluations from at least the previous five years.

Information provided should include:

Procedures used for collecting student evaluations.

Enrollment in each section.

Number of students responding to the evaluation forms in each section.

Summary of average evaluation scores for each section.

All comments appearing on the original evaluation forms, listed by course and semester.

Unsolicited Letters from Former Students

Evidence of Learning Outcomes: Other relevant evidence of teaching not specified above or below should be included here.

Peer Evaluations

Curriculum Development

Professional Pedagogical Development

Teaching Publications

Teaching Awards, Honors, Grants, Fellowships

## 7. Service/Engagement

Evidence of Service to the University, School, and Department: University service, listed by semester and year, including role in service to Department, College, School, Indiana University South Bend, and Indiana University. Other relevant evidence of service not specified below should be included here.

Evidence of Service to the Profession

Evidence of Engagement with Non-Academic Communities and Agencies

Research in Support of Service

**This is the IU South Bend Academic Constitutional Part:**

**ARTICLE IX. SENATE PROMOTION, TENURE, AND REAPPOINTMENT COMMITTEE**

Section 1. Selection

Election of members to the Promotion, Tenure and Reappointment Committee shall be held in the spring in conjunction with the election of Academic Senate officers. Terms of office for voting members (2/2010) shall be two years, four members to be elected in even-numbered years and three in odd-numbered years. Terms of office for non-voting members shall be one year (2/2010). Those selected will be the members receiving the most votes, with the following conditions:

The committee shall consist of seven tenured, voting faculty members, at least three of whom must be Full Professors, and two tenure-probationary, non-voting faculty members (2/2010). No senate member with a 50% or greater administrative workload assignment (11/1998) may serve on the committee.

Section 2. Eligibility and Disqualification

Faculty members who are candidates for promotion may be elected to a two-year term but are disqualified from serving in the year of their candidacy. In the event of a vacancy, a special election will be held at the next meeting of the Academic Senate to select a replacement (4/1979). Said replacement shall serve until the next election for the Promotion, Tenure and Reappointment Committee. Should a member be disqualified in the first year of the term the member may then serve the second year of the term. No person shall serve on more than one Promotion, Tenure, and Reappointment Committee at the same time.

Section 3. Principles for Participation in the Tenure and Promotion Process at All Levels

Faculty members and administrators do not vote on promotion or tenure review committees without fully participating in committee deliberations. There should be no proxy voting on promotion and tenure cases at any level. Faculty members and administrators who participate in the promotion and tenure process have full access to all materials in the candidates' dossier and to assessments at all previous levels of review. Except for reconsideration of prior decisions, each faculty member and administrator who participates in the promotion and tenure process votes only once in any particular case. (2/2010)

Section 4. Officers

The committee will elect its own chairperson and any other officers it desires from its own membership. The chair and any other officers must be voting members of the committee.

Section 5. Powers and Responsibilities

A. All cases of promotion and tenure at IU South Bend without exception shall be under the jurisdiction of the Promotion, Tenure, and Reappointment Committee.

B. The committee shall have access to all information pertinent to each promotion, tenure, and reappointment case (12/1977).

C. No faculty member shall be denied reappointment without a recommendation of this committee.

D. Before formal dismissal proceedings are begun (see Article X for a definition of dismissal) the committee shall consider the case and shall determine whether in its view formal dismissal proceedings should be instituted.

E. The committee must promptly notify all candidates of the recommendations it has made. In the case of negative recommendations, reasons must be given in writing if the candidate so requests. These communications shall remain confidential, except when a candidate desires to disclose them.

#### Section 6. Procedures

A. Faculty members and administrative officers will refrain from publicizing any information they may have about their colleagues' candidacy for promotion, tenure, and/or contract renewal beyond that which is necessary for the securing of information required for making these recommendations. Individuals may reveal their own candidacies to anyone at their own discretion.

B. The Executive Vice Chancellor for Academic Affairs shall provide the chairperson with necessary clerical assistance and filing space for the work of the committee.

C. In case of a negative recommendation, a candidate shall have the right to one appearance before the Promotion, Tenure and Reappointment Committee.