The Head of the School of Interdisciplinary Studies schedules and convenes Primary Committee meetings for the School. The Committee has the obligation to review faculty members, appointed after Jan 1, 2014, to interdisciplinary programs with fulltime or three-quarter time positions in the interdisciplinary program.

The full Primary Committee is made up of Associate and Full Professors. It has the responsibility for reviewing Assistant Professors and voting on their promotion with tenure to the rank of Associate Professor. The senior Primary Committee includes Full Professors only who review Associate Professors and vote on their promotion to the rank of Full Professor.

The SIS head, in consultation with the primary committee, may appoint additional Purdue WL faculty members to the primary committee to review and vote on a specific candidate for promotion. The purpose is to obtain expert opinion from faculty in a specific field who are not voting members of the SIS faculty.

The SIS primary committee has five responsibilities. The first is to provide guidance and feedback to assistant and associate professors with a fulltime or a three-quarter time appointment within an interdisciplinary program of SIS as they work to achieve tenure and promotion. The second is to review, discuss, and vote on candidates up for promotion to the rank of associate professor with tenure or to the rank of full professor. The third is to conduct a comprehensive review of assistant professors during the third year of their appointments. The fourth is to vote on tenure for a faculty member joining the Purdue University SIS faculty who achieved tenure from another University. The results of the vote are reported as a recommendation to the Dean of the College of Liberal Arts. The fifth responsibility pertains to fulltime or jointly appointed faculty in interdisciplinary programs who were hired prior to January 1, 2014.

The College of Liberal Arts guidelines, last amended Feb 27, 2012, for faculty with joint appointments are:

“In the case of faculty holding joint appointments between interdisciplinary programs and departments [or schools] in the college, the procedures will be as follows:

a. The dean will inform the directors of interdisciplinary programs in which there are faculty appointments of the general procedures and time line for promotion and tenure review of faculty. The head of a candidate’s tenure department [or school] will inform the interdisciplinary program director of the departmental [or school] procedures and time line for document preparation and review of any joint-appointed faculty member.
b. The department [or school] head will invite recommendations for external
reviewers from the faculty member being reviewed and from the director of
the program and will consider those recommendations when reviewers are
selected. The head will inform the director of the program of the names of
external reviewers who have been asked to write reviews. The program
director will have access to and may provide input concerning the documents
to be sent to each external reviewer.
c. The program director will provide the head of the tenure department [school]
with a full evaluation of the research, teaching, and service contributions of
the faculty member from the standpoint of the program. This evaluation will
be provided to the department’s [school’s] primary committee members and
will be included in the candidate’s promotion document.
d. The program director will join in the primary committee discussion of the
joint-appointed candidate for promotion and/or tenure, without vote unless
the director is a member of the primary committee.
e. As the promotion/tenure document is being prepared, the department head
will consult with the program director. The program director will have access
to the promotion document and all attachments.”

In the case of a program director nominated for promotion to the rank of Full Professor
the head of the School of Interdisciplinary Studies will assume the responsibility for
participating in the procedures specified above.

The interdisciplinary program director participates, as stated above, in annual progress
and merit reviews and contract renewal deliberation. Typically these decisions are made
during the Spring primary committee meetings.

Assistant and Associate Professors with joint or fulltime appointments in an
interdisciplinary program are encouraged to use and update the Form 36 to report their
annual activities to program directors.

Candidate for tenure or promotion, the interdisciplinary program director, and the head of
the School of Interdisciplinary Studies work together to prepare the Form 36 that will be
sent to reviewers.

The program director and the SIS head compile a list of potential reviewers. The list
contains names and curriculum vitae supplied by the candidate for promotion or tenure
and by the program director. The director and the SIS head share the responsibility of (a)
ensuring reviewers are expert in the interdisciplinary field of the candidate, and (b)
determining a rank-ordered, final list of eight to ten possible reviewers.

The SIS head consults with the program director and candidate to determine the examples
of work that best represent the candidate’s strengths. These and the Form 36 are the
major components of the packet of work sent to the scholars who agree to review the case
for promotion or tenure.
The head of SIS will schedule the SIS Primary Committee meetings. The first meeting
will be held no later than October 1. At the first meeting primary committee members
may nominate a candidate for tenure or promotion. The candidate for promotion is
notified and asked to prepare supporting materials.

The candidate’s materials are made available to the Primary Committee at least one
calendar week before the second meeting. Faculty members nominated for promotion or
tenure will be discussed. The committee votes on each candidate. The Head does not
vote. A majority “yes” vote or the recommendation of the Head is required to bring the
candidate forward to the College (Area) committee.

The third meeting, scheduled in the Spring semester, requires the Primary Committee to
review assistant and associate professors. The Head and the program director meet with
the professor to discuss the suggestions and recommendations made by the committee.
The intent is to provide feedback to faculty members that is useful for her or his eventual
promotion or tenure case.

A full professor in SIS will be elected by the SIS voting faculty for a three-year term of
service on the CLA Area Committee. The SIS head and the elected representative
participate in Area Committee discussions and voting. A candidate endorsed with a
majority “yes” vote or the recommendation of the Dean goes forward to the University’s
Tenure and Promotion Committee.

The policies and criteria for SIS tenure and promotion correspond to Purdue University’s
policy and the College of Liberal Arts guidelines.

Purdue Promotion Policy and Form 36 with instructions can be found at
http://www.purdue.edu/provost/faculty/promotion.html

The university’s policy states: To permit candidates and potential candidates to exercise
their rights in a convenient fashion, it is expected that each chair of a primary committee
should, during the first month of each fall semester, publish a timetable setting forth the
dates of the primary committee meetings and suitable deadlines for faculty members to
update their files and to receive and react to the appropriate parts of a nomination for
promotion.

A separate, secret ballot shall be cast for each candidate in the primary and area
committees. In addition to providing for a “yes” or “no” vote, the ballot should provide
an opportunity to show reasons for the vote cast, with space allocated for comments and
explanations. The primary purpose of the ballot, other than to obtain a numerical vote
count, is to contribute to a summary for “feed-forward” and “feed-back” use. The reasons
for a negative vote are especially important.

College of Liberal Arts Policy can be found at
http://www.cla.purdue.edu/resources/policies-procedures/employment/promotion.html

The College policy states: The Dean of the College determines the attendance policy for
the primary and area committee meetings. All eligible members participating in promotion committee deliberation are required to vote on all candidates unless a conflict of interest with a particular candidate has been identified. Submissions of a blank ballot, recusals, or failure to cast a ballot are not regarded as votes.

SIS tenure and promotion procedures and guidelines apply only to faculty members hired after Jan 1, 2014. Faculty hired prior to Jan 1, 2014 will be considered for tenure and promotion in the CLA department or school associated with their initial appointment. Those procedures are specified above.

Under unusual circumstances an individual faculty member whose fulltime or three-quarter time position is in a CLA interdisciplinary program may petition the CLA Dean and the Department Head to move the tenure or promotion decision from a department or school to SIS.