School of Interdisciplinary Studies (SIS) Tenure and Promotion Procedures and Guidelines

Primary Committee Structure and Responsibilities

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.

Tenure and Promotion Criteria

The body of work produced by a faculty member who is eligible for a tenure or 
promotion vote by the SIS Primary Committees is assessed on the quality of work in the 
areas of Discovery, Learning, or Engagement. Scholars, in consultation with the Program 
Director and the SIS Head may undergo a review based primarily on one or two of these 
areas.

Excellence is expected for tenure and promotion. No single metric is useful for assessing 
excellence in SIS. Interdisciplinary scholars are expected to produce work that 
transcends the boundaries of work in the disciplined-focused arts, humanities, social 
sciences, and sciences. Artistic work, peer-reviewed journal articles, funded research, or 
published monographs are relevant for evaluating an interdisciplinary scholar.

Faculty members seeking tenure or promotion are judged by the criteria that are most 
relevant to an interdisciplinary program. Criteria used by CLA departments to assess 
faculty may also be relevant.

Purdue University is a classified as a Research University (very high research activity) by 
the Carnegie Foundation.

See http://classifications.carnegiefoundation.org/lookup_listings/institution.php for the 
current all-inclusive classifications. Thus most tenure and promotion cases will address 
scholarship and creative endeavors that fall within the Discovery category.

Scholarship and creative endeavors include but are not limited to published monographs, 
peer-reviewed journal articles, performances, and exhibits. The SIS primary committee is 
responsible for assessing the quality of monographs with an awareness of the reputation 
of the press that published or is publishing the interdisciplinary work. The committee 
will assess the quality of journal articles and essays, including a consideration of the 
journal’s reputation within traditional or interdisciplinary fields. When possible reviews 
of creative work will guide judgments. Every member of the SIS primary committee has
the responsibility to read or peruse and judge the work produced for candidates nominated for promotion or tenure.

Faculty members at Purdue University are expected to be effective teachers and to be able to present evidence demonstrating effectiveness. A tenure and promotion review based primarily on Learning will examine a candidate’s teaching portfolio, teaching awards, pedagogical innovations, and published papers, chapters, or books on pedagogy for the scholar’s field of inquiry.

A faculty member seeking tenure and promotion on the Scholarship of Engagement will produce research and publications that have implications for a local, state, national, or global community. Assessments of engagement work will consider the connection of theory and research with work within a community. External grants, published articles and essays, and monographs are items that the primary committee may consider to evaluate the scholarship of engagement.

Promotion to Associate or Full Professor

Promotion to Associate Professor with tenure requires the faculty member to have a strong record of accomplishments. The record should show promise of continued professional growth and recognition within an interdisciplinary field or fields of work.

Promotion to Full Professor requires the faculty member to be a recognized and accomplished interdisciplinary scholar at the national or international level.

Other considerations for tenure and promotion include but are not limited to:

A record of activity in professional association(s)
Competitive artistic exhibits or performances
Reviewer for a peer-reviewed journal
Editor or associate editor of a professional journal
Election to a section of a professional association
External grants
Prizes and awards
Mentoring of Masters or PhD students

Assistant Professors up for promotion are not expected to have a substantial record of responsibility for administering and serving SIS programs, CLA, or Purdue University. However the work of any program cannot be accomplished without assistant professor participation. Thus the primary committee will consider committee work in its deliberations.

Associate Professors up for promotion to Full Professor are expected to chair committees, or take active roles in interdisciplinary program, CLA, and Purdue University committees. The primary committee will review committee work with this expectation.