

# ADMINISTRATIVE MEMORANDUM

OFFICE OF THE CHANCELLOR

No. 1-09  
July 2, 2009

*This document supersedes Administrative Memorandum No. 8-07, dated January 22, 2008, and Administrative Memorandum No. 7-07, dated January 22, 2008.*

## **PROCEDURES FOR PROMOTION AND TENURE AT PURDUE UNIVERSITY NORTH CENTRAL**

Each faculty member involved in the promotion and tenure process should be afforded a fair and unbiased opportunity for promotion. A multi-level structure for providing recommendations to the Board of Trustees is therefore established. Faculty participation is an essential part of this process. The academic ranks covered by this document include: Professor<sup>1</sup>, Associate Professor and Assistant Professor.

### ***I. PROMOTION***

#### ***A. College Primary Promotion Committees***

Four college primary promotion committees are hereby established: *College of Business, College of Engineering and Technology, College of Liberal Arts and College of Science*. Each college committee is composed of a maximum of 12 members (nine from the college and one each from the other three colleges) as defined below:

1. All tenured Professors within a college.
2. Elected tenured Associate Professors within a college to complete a slate of nine members from a college. If the number of Professors and tenured Associate Professors within a College is not large enough to complete a slate of nine members, then the Primary Committee shall consist of all Professors and tenured Associate Professors from that College.
3. The members of the College Primary Promotion Committee will elect one member from each of the other three colleges to complete the slate of members.
4. Elected members to the College Primary Promotion Committees should be elected for a term of three years. Each college shall establish procedures for election of all college representatives as outlined above. Elections shall be held each spring semester so that

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<sup>1</sup> The word Professor, when capitalized and used without modification, refers to the highest academic rank.



committees are ready to begin their work early in the fall. College Primary Promotion Committees are chaired by the Dean of the specific college who serves with no vote. All members present vote on nominees for promotion to Assistant Professor and Associate Professor.

If the candidate for promotion receives a majority affirmative vote of the College Primary Promotion Committee, the candidate shall move forward in the promotion process. The Dean may also, if he/she wishes to do so, forward the name for a person nominated in the primary committee who did not receive a simple majority vote. All voting on candidates by the College Primary Promotion Committee shall be done by secret ballot. Confidentiality, as always, shall be maintained.

B. **Area Promotion Committee**

One campus Area Promotion Committee is hereby established. All Professors of the various colleges shall serve on the Area Promotion Committee. The Area Promotion Committee is chaired by the Vice Chancellor for Academic Affairs who serves with no vote.

In the case where no member of the Area Promotion Committee has a faculty appointment in the discipline of one or more of the candidates for promotion, the Area Promotion Committee may seek nominations for a presenter to meet with the Area Promotion Committee for said discipline as defined in Administrative Memorandum No. 3-97, "Area Committee Presentations" (September 12, 1997).

All members present participate in discussion and vote on nominees to Assistant Professor, Associate Professor and Professor.

If the candidate for promotion receives a majority affirmative vote of the Area Promotion Committee, the candidate shall move forward in the promotion process. The Vice Chancellor for Academic Affairs may also, if he/she wishes to do so, forward the name for a person who did not receive a simple majority vote in the Area Committee. The University Promotion and Tenure Committee will consider candidates who receive either a simple majority vote of the Area Committee or the support of the Vice Chancellor for Academic Affairs. All voting on candidates by the Area Promotion Committee shall be done by secret ballot. Confidentiality, as always, shall be maintained. The Vice Chancellor for Academic Affairs and the appropriate Dean shall meet with all candidates who are not moving forward. Said meeting shall be called without undue delay for the purpose of discussing, in a discreet manner, the recommendation against promotion.

Recommendations for promotion should not be discussed with anyone including the nominee nor should information or publicity be given by anyone until the recommendations of the University Promotion and Tenure Committee have been acted upon by the President of the

University and the Board of Trustees. Appropriate announcement shall then be made from the President's Office.

In those cases where the Area Promotion Committee has rejected a recommendation supported by at least a majority of the College Primary Promotion Committee, the Chancellor may request written explanations for the vote from the Area Promotion Committee. The chair of the Area Promotion Committee may provide this written explanation.

C. **University Promotion and Tenure Committee (UPTC)**

The University Promotion and Tenure Committee shall be chaired by the Chancellor who shall serve without vote. The voting membership of the Committee shall consist of the Deans of the various Colleges on the PNC campus, the Vice Chancellor for Academic Affairs, the Chair of the Faculty Senate, and one faculty member with the rank of Professor from each College elected by the faculty in that College. Should any of the Deans not hold the rank of Professor, a Full Professor from that College shall be elected by the tenured faculty in that College to act on the UPTC in the Dean's place. Consideration for promotion to full professor will be discussed and voted on by full professors only.

The University Promotion and Tenure Committee shall consider all candidates recommended by the Area Committee or by the Vice Chancellor for Academic Affairs. The documents to be considered by the University Promotion and Tenure Committee shall consist of the original document prepared by the candidate and the letters of reference circulated with the original document together with the recommendations of the Primary Committee and the Area Committee. The University Promotion and Tenure Committee must vote to recommend or not, with a two-thirds majority vote necessary for recommendation of the candidate.

Following the deliberations of the University Promotion and Tenure Committee, the Chancellor shall make a recommendation to the President, who in turn makes a recommendation to the Board of Trustees, which makes the final decision.

D. **Promotion Documentation**

A President's Office Form 36 shall be completed along with supporting documents as part of the promotion packet. Entire letters of support are to be included in the final packet. Addenda (i.e., course syllabi, teaching evaluations, copies of scholarly publications, etc.) should be collected as part of the supporting documentation and shall be available for review by the committees at all levels of the promotion process.

**II. TENURE**

Tenure at Purdue University is granted by the Board of Trustees and is in effect only at the campus where tenure is granted. Promotion to the rank of Professor or Associate Professor carries automatic tenure. Tenure without promotion is approved only in rare cases.

Individuals may be proposed for tenure without promotion. In such cases, the tenure proposal shall be considered by the committee appropriate to the discipline and rank of the individual. For Assistant and Associate Professors, this process starts at the College Primary Promotion Committee and, with a majority vote or support of the Dean, is forwarded to the Area Promotion Committee for consideration. In the case of the rank of Professor, the process is initiated at the Area Promotion Committee.

Recommendation for tenure shall be considered using the same procedures as outlined for promotion. Positive recommendations from the Area Promotion Committee or support from the Vice Chancellor for Academic Affairs shall be considered by the Chancellor. Tenure decisions do not go to the University Promotion and Tenure Committee.

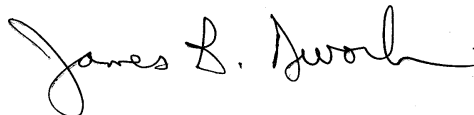
**III. TRUSTEES APPROVAL**

After a promotion document has gone through the above levels, it shall be forwarded to the President for his approval and then to the Board of Trustees of Purdue University for final approval.

Promotion or tenure shall become effective on the first day of the subsequent fall semester.

**IV. QUESTIONS**

Questions regarding interpretation of this document shall be referred to the Chancellor for final determination.



James B. Dworkin  
Chancellor

Cc: Full-time Faculty  
Vice Chancellor for Academic Affairs