**IU School of Education at IUPUI**

**Policy 22.04: Appointment of Promotion and Tenure/Long-term Contract Committees**

To ensure that we comply with university requirements, the School of Education will use the following procedure to appoint members to committees conducting reviews for pre-promotion, promotion, or promotion & tenure/long-term contract, referred to as *review committee(s)* hereafter.

1. Appointment of School representative for the campus-level committee

The Policy Council Agenda Committee will appoint a school representative for the campus-level committee. The name of the representative will be communicated to the Associate Dean for Research and Faculty Development, and the Executive Assistant to the Dean.

1. Composing Primary/Department and School/Unit Committees

The School of Education houses two departments. Each department will form one review committee according to the procedures outlined below. This committee will serve as the Primary/Departmental Committee for candidates from the department; this committee will serve as the School/Unit Committee for candidates outside the department. The committee will be composed as follows:

1. The Department’s promotion and tenure committee will be composed of all eligible faculty members in the department, and must have a minimum of four members
2. Faculty who are unable to participate in formally scheduled review meetings are not eligible to serve on a review committee.[[1]](#footnote-1) When this is the case, the faculty member must provide in writing the reason for not participating to the committee chair, Associate Dean for Research and Faculty Development, and the Executive Assistant to the Dean.
3. The Associate Dean for Academic Affairs may serve as a member of a promotion and tenure Committee.
4. The Associate Dean for Research and Faculty Development may serve as a member of a promotion and tenure Committee.
5. The Department Chair may serve as a member of a School/Unit committee when the candidate is not a member of that Chair’s department.
6. Composing a single School/Unit Committee

In the event that the School lacks a sufficient number of eligible departmental members to compose separate Primary/Department and School/Unit review committees, the School shall seat a single review committee according to the procedure above for the purposes of promotion and pre-promotion reviews.

1. Appointment of non-School members

An outside member may be appointed to a review committee: (a) to meet the required minimum number of four members; and/or (b) to add expertise germane to the candidate’s area of work.[[2]](#footnote-5477) In such cases, the Dean shall appoint an Indiana University faculty member of appropriate rank from another IUPUI School or IU campus in consultation with the duly constituted committee as outlined in the campus guidelines. The memo of appointment providing the rationale for appointment will be shared with committee members. The appointment shall be noted in the review letter composed by the review committee. Per university policy, candidates are to have no role in identifying or soliciting additional members.

Adopted: 4/26/19; Revised: 3/25/2022

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1. Limiting eligibility in this way ensures that faculty with schedule conflicts do not register votes as abstentions which can hurt the candidate. [↑](#footnote-ref-1)
2. This may include expertise relative to interdisciplinary work, joint or affiliate appointments, etc. [↑](#footnote-ref-5477)