

Policy for Tenured Faculty Review and Enhancement, FS00-3-1, Faculty Affairs Committee, adopted November 14, 2000.

## **Purdue School of Engineering & Technology IUPUI Policy for Tenured Faculty Review and Enhancement November 2000**

### **A. INTRODUCTION**

This document establishes performance standards for the purpose of tenured faculty review and enhancement for the Purdue School of Engineering and Technology, IUPUI. This document is supplemental to the *IUPUI Faculty and Librarian Review and Enhancement* document. In particular, this School document establishes School policy where called for by the IUPUI document and where additional measures are promulgated by the School.

The faculty review and enhancement review process by its nature requires a definition of ***Unsatisfactory Performance*** (previously called *chronically under performing*). ***Unsatisfactory Performance*** is defined in each of the areas of teaching, scholarship, and service in the respective sections below. ***Unsatisfactory Performance*** on the whole is not determined solely by less-than ***Satisfactory Performance*** or marginal performance in individual areas; the faculty review committee is ultimately responsible for judging the overall performance of the reviewed faculty member.

In adherence with the School *Promotion and Tenure* document and *Workload Policy* document, performance is discipline-dependent. The engineering faculties have a stronger research requirement and thus a larger commitment to research; the technology faculties have a stronger teaching requirement and a concomitant larger commitment to performance in instructional delivery. These performance requirements are given in Sections B and C, respectively. Section D describes the process of the selection of the faculty review committee. Section E describes the disposition where substantial deficiencies are found.

Emphatically, this document must be considered as a set of guidelines -- not an inflexible dogma. For example, a faculty member may be productive in one area while marginal in other areas, and on the balance, that faculty member may be achieving satisfactory performance.

### **B. STATEMENT OF PERFORMANCE FOR TECHNOLOGY FACULTY**

**B.1 Teaching:** The faculty must demonstrate an ongoing commitment to teaching as a profession.

Satisfactory teaching requires an ongoing effort on the part of the faculty member to achieve the above. Teaching shall be judged as *unsatisfactory* based on an overbalance of the evidence with regard to the following measures: failure to meet classes; failure to update and/or improve courses; failure to respond to a record of continuing negative evaluation of teaching by students; failure to teach competently based on peer review.

**B.2 Creative Endeavor, Research, and/or Scholarship:** Although technology faculty have a heavy workload requirement for teaching, there is an expectation that they are also scholars and that they engage in creative

endeavor, research, and scholarship, including funded and/or nonfunded research and publications. The faculty must demonstrate an ongoing commitment to creative endeavor, research, and/or scholarship.

Satisfactory scholarship requires ongoing effort on the part of the faculty member to achieve the above. Scholarship shall be judged as *unsatisfactory* based on an overbalance of the evidence with regard to the following measures: failure to remain competent and knowledgeable in one's discipline by lack of funded and/or nonfunded research and publications; failure to participate and contribute to the scholarship in the department and/or the profession.

### **B.3 Internal Service, Professional Association, and External Outreach Activities**

Each faculty member must carry her/his fair share of service. This will typically include membership on departmental committees and School committees, as well as chair of committees. The activity should include more than mere participation; there should be some assessment of quality and value as viewed by peers. Other service includes student advising and recruiting, administrative responsibility for a Department or School program or special event, and representation of the department or School to other units or levels in the University. Service is considered in three subcategories: *internal service*, *professional association*, and *external outreach activities*.

Satisfactory service requires some demonstrated accomplishment of the above and an ongoing effort on the part of the faculty member to continue to achieve the above. Service shall be judged as *unsatisfactory* based on an overbalance of the evidence with regard to the following measures: failure to serve on department and School committees; failure to contribute to service in general.

## **C. STATEMENT OF PERFORMANCE FOR ENGINEERING FACULTY**

**C.1 Teaching:** The faculty must demonstrate an ongoing commitment to teaching as a profession.

Satisfactory teaching requires an ongoing effort on the part of the faculty member to achieve the above. Teaching shall be judged as *unsatisfactory* based on an overbalance of the evidence with regard to the following measures: failure to meet classes; failure to update and/or improve courses; failure to respond to a record of continuing negative evaluation of teaching by students; failure to teach competently based on peer review.

**C.2 Creative Endeavor, Research, and/or Scholarship:** Research is an important mission for Engineering faculty. Research efforts are evaluated by publications, funding, and graduate student activities. Engineering faculty must demonstrate an ongoing commitment to research.

Satisfactory scholarship requires an ongoing effort on the part of the faculty member to achieve the above. Scholarship shall be judged as *unsatisfactory* based on an overbalance of the evidence with regard to the following measures: failure to remain competent and knowledgeable in one's discipline; failure to participate and contribute to the scholarship in the department and/or the profession.

### **C.3 Internal Service, Professional Association, and External Outreach Activities**

Each faculty member must carry her/his fair share of service. This will typically include membership on departmental committees and School committees, as well as chair of committees. The activity should include more than mere participation; there should be some assessment of quality and value as viewed by peers. Other service includes student advising and recruiting, administrative responsibility for a Department or School program

or special event, and representation of the department or School to other units or levels in the University. Service is considered in three subcategories: *internal service*, *professional association*, and *external outreach activities*.

Satisfactory service requires some demonstrated accomplishment of the above and an ongoing effort on the part of the faculty member to continue to achieve the above. Service shall be judged as *unsatisfactory* based on an overbalance of the evidence with regard to the following measures: failure to serve on department and School committees; failure to contribute to service in general.

#### **D. Election of the Faculty Review Committee**

The purpose of this section is to specify the process by which the faculty review committee is elected and maintained. The IUPUI document states that A . . . the review will be conducted by an elected faculty review committee composed of a minimum of three tenured faculty members and excludes administrators at the level of department chair and above . . . A Based on these requirements, the following procedure shall be implemented on an annual basis.

An election for members of a faculty review committee pool shall be conducted each year as part of the School=s annual election process wherein all full professors of the School who do not hold administrative rank shall be nominees. Each voting member of the faculty shall vote for up to six of the nominees. The six nominees that receive the largest number of votes shall constitute the review pool. In the case of a tie vote for the sixth position, all nominees who receive that tie vote shall be included in the pool. The reviewed faculty member shall select three to six persons from the faculty review committee pool to serve as his or her faculty review committee. In the case that a selected faculty review committee member declines to serve due to a conflict regarding reviewing the faculty member, then the reviewed faculty member shall select an additional person from the pool. In the case that the pool is depleted, the above election process shall be repeated with the remaining nominees. The President of the School Senate shall facilitate the above process.

#### **E. Disposition**

In the event that the faculty review committee finds the faculty under review failing to successfully complete or demonstrate progress toward completion of the faculty development plan (as defined in the *IUPUI Faculty and Librarian Review and Enhancement* document, Plan B), then the Dean may employ a variety of sanctions including (a) denial of approval for outside activity and consulting, (b) denial of summer semester teaching opportunity, (c) denial of salary raise (both cost of living and merit components), and the final sanction of (d) initiation of dismissal procedures.

#### **F. Summary**

This document provides School guidelines for determining the conditions that constitute *Unsatisfactory Performance* for the purpose of faculty review and enhancement. This document also provides the process by which the faculty review and enhancement shall be implemented. This document shall become effective upon the date adopted by the School Senate.

Submitted to the School Senate by the Faculty Affairs Committee: Stanley Chien, Liz Coles, Cliff Goodwin, Marvin Needler, Chair, Rama Pidaparti, Robert Sharp, David Williamson, November 14, 2000. This is a revision of the May 1999 document.