

Early Promotion and Tenure Policy

Proposed revision of the “earlier-
than-normal tenure
recommendations” (1988)

The Text of the 1988 “Recommendations” IUPUI Supplement, p. 73

Exceptions to the Probationary Period: Earlier-than-Normal Tenure Recommendations

In supporting a campus recommendation to the Board of Trustees regarding the granting of earlier-than-normal tenure, **the Office of the Vice President and the Dean of the Faculties** must be convinced that the following conditions exist or will be met:

- (a) An **extraordinary case**, justifying a shortening of the probationary period, does exist.
- (b) The case must be made on the merits of the candidate’s accomplishments.
- (c) The **exceptional case** will have been subjected to the same rigorous evaluation by faculty committees and administrators at all levels that currently pertains to a normal recommendation regarding tenure.
- (d) No promise, either expressed or implied, regarding early tenure should be made, including promises at the time of initial appointment.

A candidate for earlier-than-normal tenure should discuss the review with the department chair or dean to ensure that the candidate understands the process and realizes that the review may result in notice of non-reappointment.

Reviews for earlier-than-normal tenure will be conducted as a part of normal procedures, at the same time, with the same requirements for documentation, and with the same regard for the criteria normally applied. Early tenure cases will ordinarily be referred to the campus level faculty review committee for evaluation. Purdue mission faculty should be recommended for promotion (or already hold the rank of associate professor or professor) to be considered for earlier-than-normal tenure, in accord with Purdue University policies.

(Memorandum from Chancellor Gerald L. Bepko, September 15, 1988.)

How to Improve the 1988 “Recommendations” (I)

(1) Important distinction: Early-tenure case vs. tenure period with one or more years of credit.

>> Clarify the distinction and possible intersection between the two situations.

(2) It assumes a case could be assessed (by whom?) to be “extraordinary” or “exceptional” before a dossier has been compiled and reviewed.

>> Avoid that assumption.

(3) It leaves open the question whether any faculty member could automatically ask for early promotion and tenure as soon as the tenure criteria are met.

>> Clarify the possibility.

How to Improve the 1988 “Recommendations” (II)

(4) Apparent inconsistency:

The IU Academic Handbook allows early-tenure candidates to *withdraw* their request at any time prior to a final decision by the University President.

BUT the rule is that a tenure dossier can only be submitted once for review.

>> Acknowledge and reconcile the inconsistency.

(5) Administrative recommendations affecting the promotion and tenure process should be endorsed by the faculty and it is thus preferable to turn them into an IFC-approved policy.

>> Write such a policy and present it to the IFC.

(6) The formulation of such a policy should not conflict with the “Three-Year Formative Review Policy” adopted in January 2007.

>> Take that into account in writing the policy.

Indiana University policy on early tenure
August 2008 Academic Handbook, pp. 71-72.

- Tenure may be conferred at the time of initial appointment or after a shorter period [than the normal probationary period]. (...)
- (...) A faculty member who applies for early tenure should be forewarned that a candidate for tenure **should expect only one full review**. A faculty member who requests early tenure shall be notified of any negative recommendation concerning his or her request at any time prior to a final decision by the President. **A faculty member may withdraw his/her request** for early tenure at any time prior to a final decision by the President.

IUPUI Dean of the Faculties' Guidelines For Preparing and Reviewing Promotion and Tenure Dossiers 2010-2011 (pp. 25–26).

- The **purpose of the probationary period** is to give candidates for tenure an opportunity to demonstrate their capacity for **sustained** excellence and an ability to adapt to changing conditions of their disciplines and the institution. . . . [T]he dossiers must present clear evidence of the candidate's ability to contribute at the expected levels **throughout his or her professional career.**
- While the probationary period for untenured faculty ordinarily is seven years (with the tenure review occurring in the sixth year), **special conditions may warrant earlier than normal consideration.**
- Candidates who seek earlier than normal consideration must present evidence of achievements comparable to those who have served the full probationary period. Earlier-than-normal cases sometimes require special care to ensure equity of treatment.

Policy on Three-Year Formative Review of Tenure-Probationary Faculty and Librarians (IUPUI Supplement, pp. 69–70).

- **Policy:** To ensure that all tenure-probationary faculty members benefit from helpful and meaningful assessments of their progress toward promotion and tenure near the mid-point of their probationary period, a **Three-Year Formative Review** shall be conducted on **all** such faculty members during the spring semester of the third year of their appointments in accordance with the following guidelines.
- **Applicability:** This policy applies to **all** tenure-probationary faculty members at IUPUI, with the **exceptions** noted immediately below. The term “third year” refers to the *third full academic year* of the tenure-probationary faculty member’s appointment.

However, faculty members who enter with one **year of credit** toward tenure are in their “third year” during their second full academic year of appointment, and those who enter with two years of credit are in their “third year” during their first full academic year of appointment. Those who enter either with tenure or with more than two years of credit toward tenure are **exempt** from the Review.

Proposed Early Tenure and Promotion Policy

A. Definition and Applicability

Definition

In the IUPUI Faculty Council policy, the phrase “early promotion and tenure” shall refer to a request for promotion and tenure based on a probationary period of fewer than seven years, with a tenure review occurring earlier than the sixth year of probationary service.

Applicability

This policy applies to all tenure-track faculty, including those who have received one or more years of credit toward tenure based on countable service prior to their tenure-track appointment, as long as the number of years of their probationary period added to that of their prior countable service is less than seven. This definition applies equally to tenure-track faculty who serve in schools that have extended the probationary period beyond seven years. For example, a seven-year probationary period in a school that has extended its length to nine years remains standard and will not be conducive to an “early” request.

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B. Policy

- (1) **No promise**, either expressed or implied, regarding early promotion and tenure should be made to candidates, including promises at the time of initial appointment.
- (2) **Faculty members who determine** they have met or exceeded all applicable promotion and tenure requirements at all levels of review fully one or two years before the start of the customary sixth year of probationary service may request early promotion and tenure.
- (3) All tenure-probationary faculty members must undergo a **three-year formative review** in their third full year of academic service, except those who enter that service with more than two years of credit toward tenure. For that reason, no candidate can make a request for early tenure before the fourth year of their probationary period, or the second year of their service at IUPUI if they entered with more than two years of credit toward tenure.

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- (4) Requirements, procedures, and standards for reviewing early promotion and tenure cases shall be **identical** to those for reviewing ordinary cases and shall occur **at the same time**. The case must be made on the merits of the candidate's accomplishments, which must be **comparable** to the merits of candidates who have served the full probationary period.
- (5) Rules regarding dossier reconsideration and negative tenure decision apply equally to all candidates for tenure, irrespective of the length of their probationary period.
- (6) **Purdue faculty** should be recommended for early promotion (or already hold the rank of associate professor or professor) to be considered for early tenure, in accord with Purdue University Executive Memorandum No. B-48. For Purdue faculty, recommendations regarding promotion are made to the President and Trustees of Purdue University while recommendations regarding tenure are made to the President and Trustees of Indiana University.

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(7) No candidate may apply for early tenure more than once.

(8) If a candidate is reapplying for promotion and tenure as a result of withdrawal of the case prior to final decision, all original external letter writers must be contacted with a request to update their letter with the new dossier information. If provided, the new letter is substituted in the dossier. If not, the original letter must be retained in the dossier. Three additional new letters should be sought at the time of resubmission. In addition, each level of review may request access to the initial dossier's reviews or reports that were made at an equal or lower level.

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C. Recommendations

- (1) Candidates for early tenure should discuss the request for early review with their mentors, the department chair, or the appropriate dean to ensure that they understand the process and realize that the review may result in a notice of non-reappointment.

- (2) Candidates for early tenure should be forewarned that they may only expect **one “full” review**. In accord with the *Academic Handbook*, this implies that candidates for early tenure **may withdraw** their request for early tenure at any time prior to a final decision by the President of Indiana University. **This right does not preclude the risk of a notice of non-reappointment.**