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Ball State University

Teachers College
Promotion and Tenure Document
2023-2024

APPROVED BY COLLEGE COMMITTEE: **October 14, 2022**
APPROVED BY UNIVERSITY PROMOTION AND TENURE COMMITTEE: **November 9, 2022**

TEACHERS COLLEGE
PROMOTION AND TENURE DOCUMENT
2023-2024
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TEACHERS COLLEGE
PROMOTION AND TENURE DOCUMENT
2023-2024

I. Guidelines

1. The evaluation of a faculty member’s eligibility for promotion or tenure shall be based on evidence of a continuing pattern of achievement throughout the faculty member’s professional career in the following areas:
 - 1.1 Teaching.
 - 1.2 Scholarship. Publications that are in print, in press, or accepted for publication will be counted in promotion deliberations. Bona fide evidence must be presented to document “in press” or “accepted” status. In matters of tenure, publications may be counted only once.
 - 1.3 Service in a professional capacity.
2. Promotion to Associate Professor and the tenure decision are aligned and occur in year seven.
 - 2.1 A candidate may apply early for tenure and promotion to Associate Professor once in either year five or six.
3. If an individual enters employment at the university at the rank of Associate Professor or above and working toward tenure, the tenure process is followed. Promotion to Professor is not part of the process.
4. Experiential Learning in all its forms (internships, field trips, practica, student teaching, study abroad, immersive learning projects, etc.) is and has been a hallmark of a Ball State University education. Faculty who lead these types of activities should receive consideration for their involvement as they contribute to the established standards for Teaching, Scholarship and Service.
5. All promotion and tenure guidelines contained in the University Promotion and Tenure Document shall apply. This document is intended to clarify and augment, but not replace or supersede, the language of the University Promotion and Tenure Document. In the event that language of this College document is found to contradict the University Promotion and Tenure Document, the language in the University document shall take precedence.

II. Definitions

1. Department and departmental refer to the Departments of Early Childhood, Youth & Family Studies, Educational Leadership, Educational Psychology, Educational Studies, Elementary Education, and Special Education.
2. College or collegiate refers to Teachers College.
3. Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department, college, or Provost be re-examined. Reconsideration provides an opportunity for the candidate to clarify content of materials. A decision in favor of the appellant does not guarantee tenure and/or promotion.
4. Appeal refers to the action taken by the appellant when the outcome of the department, college or Provost reconsideration is the same as the original recommendation. An appeal may be filed without following the reconsideration process. Appeals examine the process followed and not the content of materials. A decision in favor of the appellant does not guarantee tenure and/or promotion.
5. Working days are those days when Ball State University administrative offices are open.

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6. Calendar days are the days which appear on a calendar, including Saturday, Sunday, and holidays. They do not relate to the Ball State academic schedule or calendar.
 7. Tenure-creditable year is defined as October 1st to September 30th. For first-year faculty, the first tenure-creditable year is from date of hire to September 30th.
 8. Tenure-track faculty are those who are currently in the seven-year probationary tenure period.
 9. Tenured faculty are those faculty who have been granted tenure.
 10. Joint appointments are when a faculty member holds two or more regular instructional, research, or clinical instructional appointments in two or more units such as schools, colleges, departments/programs or between an academic unit and another unit on campus.
 11. Scholarship is the process of attaining new knowledge, creating a new work, or re-creating/ interpreting existing works, and disseminating the results. Generally, this takes the form of appropriate peer-reviewed publications, presentations or exhibits, performances, other creative endeavors, and grant proposals. Scholarship can occur in four areas: discovery, integration, application, and teaching.
 - 11.1 The scholarship of discovery is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.
 - 11.2 The scholarship of integration makes connections across disciplines bringing together isolated knowledge from two or more disciplines or fields to create new insights and understanding.
 - 11.3 The scholarship of application applies knowledge to address significant societal issues.
 - 11.4 The scholarship of teaching studies the development of knowledge, skill, mind, character, and/or ability of others.

174 **III. Committee Structure and Function**

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1. Committee Membership
 - 1.1 The Teachers College Promotion and Tenure Committee is composed of one tenured faculty member from each department in the College. Members and their alternates are elected for two years.
 - 1.2 Departments' Promotion and Tenure Committees shall be elected annually by anonymous ballot.
 - 1.2.1 The electorate shall consist of tenure-track and tenured faculty members of the affected unit.
 - 1.2.2 The departmental committee shall consist of tenured faculty.
 - 1.2.3 If sufficient number of tenured faculty are not available, the department P&T committee and department chair will propose a solution to the Dean of Teachers College, including but not limited to using tenured faculty from other departments. All committee members should be qualified to evaluate the candidates' credentials.
 - 1.2.4 In the event of the resignation of an elected committee member, the Department shall have procedures in place for the replacement of the resigning member.
 - 1.3 Elections to the College Promotion and Tenure Committee shall be conducted during the last 2 weeks of March by the Dean's Office and selected members of the College Promotion and Tenure Committee.
 - 1.4 Each year the departments in the College whose representatives are completing their second year will nominate three tenured faculty from among its eligible faculty. The names of these persons will be placed on a ballot and separated by department. Full-time tenured or tenure-track

- 201 faculty in the College will vote for one of the three nominees from each
 202 department.
- 203 1.5 The nominee from each department receiving the highest number of votes
 204 is elected to the committee for a two-year term. The nominee from each
 205 department receiving the second highest number of votes is the alternate to
 206 the Committee for a two-year term. In the case of a tie, there will be a run-
 207 off election. The nominee receiving the highest number of votes in the run-
 208 off is elected to the committee for a two-year term and the other nominee
 209 serves as an alternate for two years.
- 210 1.6 In the event the person elected to the College Committee is unable to serve,
 211 the alternate shall become a member of the College Committee. In the
 212 event a vacancy occurs in the position of alternate, the concerned
 213 department will nominate a three-member slate on which the total College
 214 faculty will vote. The nominee receiving the highest vote will complete the
 215 term as alternate.
- 216 1.7 The newly elected Committee assumes its official responsibilities the first
 217 day following the end of Spring Semester. The term of office ends the last
 218 day of Spring Semester except for appeals generated during the tenure of
 219 the Committee.
- 220 1.8 The Dean of Teachers College is an ex-officio non-voting member.
- 221 1.9 **At promotion and tenure committee meetings where candidate decisions**
 222 **are made, all committee members (or their alternates) must be present. A**
 223 **quorum for these meetings therefore means a committee of the whole.**
 224
- 225 1.10 A quorum shall be a simple majority except at meetings involving
 226 evaluation of credentials of candidates seeking promotion.
- 227 1.11 The elected college representative to the University Promotion and Tenure
 228 Committee shall meet with the College Committee as a non-voting liaison
 229 person.
- 230 1.12 No person may serve as a member of the College Promotion and Tenure
 231 Committee who is a candidate for promotion. Once an individual submits a
 232 written statement to the department chair indicating the intent to apply for
 233 promotion, that person is considered to be a candidate and can no longer
 234 serve on the committee the following year. Each department shall establish
 235 a date by which the written statement must be submitted. The date must
 236 occur in the Spring Semester prior to review.
- 237 1.13 Please refer to the University “Anti-Nepotism Policy and Procedures for
 238 Faculty and Professional Personnel” in the *Faculty and Professional*
 239 *Personnel Handbook*.
- 240 1.14 At the first meeting, the College Promotion and Tenure Committee will
 241 elect a chairperson and secretary to serve for that academic year.
 242
- 243 2. Committee Responsibilities
- 244 2.1 The College Committee is responsible for establishing and implementing
 245 University and College Promotion and Tenure policies and procedures that
 246 must not conflict with University policies.
- 247 2.2 The Dean’s Office is responsible for informing the Department Promotion
 248 and Tenure Committees of due dates for promotion and tenure
 249 consideration by the College Committee.
- 250 2.3 Members of the College Committee are responsible for keeping all
 251 information and all action taken confidential.
- 252 2.4 The College Committee is responsible for reviewing all department
 253 promotion and tenure documents and may give a recommendation of

254 approval to the Dean only when the documents comply with College and
 255 University policies and procedures.

256 2.5 The College Committee shall evaluate the credentials and consider the
 257 recommendations of all candidates forwarded from the department for
 258 promotion/tenure. It shall forward the credentials of those candidates being
 259 recommended favorably for promotion/tenure, along with the standard
 260 letter provided by the Provost's office, vote counts and the department's
 261 evaluation of strengths and weaknesses to the Dean of Teachers College.
 262 The committee shall review and evaluate the credentials of all collegiate
 263 tenure-track persons in year four and forward these credentials, using the
 264 standard letter provided by the Provost's office, along with the vote count
 265 and the department's evaluation of strengths and weaknesses to the Dean of
 266 Teachers College for each candidate. The names of all candidates favorably
 267 recommended must be forwarded in an unranked alphabetical order. The
 268 Committee must forward a letter of explanation to the Dean for each
 269 candidate who is not recommended for promotion or tenure.

270 2.6 The Committee shall hear reconsiderations at a specially called meeting.

271 2.7 Minutes of all Committee actions are maintained by the Committee
 272 secretary and kept on file in the Office of the Dean in a secure and
 273 confidential manner. Copies are distributed to members of the Committee.
 274 Minutes of actions regarding recommendations for promotion or tenure of
 275 individual faculty (including completed rating forms) and of
 276 reconsiderations and appeals are distributed for Committee review and
 277 approval at a regularly scheduled meeting, then collected, and one official
 278 copy is kept in the Office of the Dean.

279 2.8 No one may serve to hear an appeal who has a demonstrated conflict of
 280 interest such as previous involvement with the case, assignment to the
 281 same academic department or administrative area as any of the principals
 282 in the case, business involvement, or relationship to any of the principals.
 283 The committee chairperson shall make decisions regarding such conflicts.

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 285 **IV. Policy Statements**

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- 287 1. Tenure
 - 288 2. Promotion
 - 289 3. Materials to be Presented for Promotion and Tenure
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- 291 1. Tenure
 - 292 1.1 Faculty shall be evaluated in light of the University Mission Statement.
 - 293 1.2 Policies and criteria related to recommending tenure shall be clear,
 294 specific, and accessible to all personnel.
 - 295 1.3 Policies and criteria for tenure shall be subject to annual evaluation and
 296 review and to periodic revision.
 - 297 1.4 If a faculty member is hired at the rank of Associate Professor without
 298 tenure, the tenure process is followed. Promotion to Professor is not tied to
 299 the tenure process.
 - 300 1.5 The departmental and collegiate policies and criteria for tenure must be
 301 approved by the University Promotion and Tenure Committee and must be
 302 on file with the University Promotion and Tenure Committee and the office
 303 of the Provost and Vice President for Academic Affairs.
 - 304 1.6 A faculty member must complete at least one semester of full-time service
 305 during any academic year in order to receive a full year's credit for
 306 purposes of tenure consideration.

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- 1.7 Tenure for those who hold academic rank is earned in an academic department and held in the University.
 - 1.7.1 For all individuals hired by the University after June 30, 1981, tenure may be granted only to those who hold academic rank in an academic department. When a candidate is hired, academic rank and tenure must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee, approved by the Dean of Teachers College, and subsequently approved by appropriate administrators, and the Board of Trustees. Years granted toward tenure at the time of hiring must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee, approved by the Dean of Teachers College, and subsequently approved by appropriate schools, colleges, administrators, and the Board of Trustees.
 - 1.7.2 Any academic unit, Department and/or College, which initiates a joint appointment, shall include in their Promotion and Tenure documents clear and equitable policies and procedures which identify the review and evaluation processes associated with that joint appointment.
- 1.8 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in tenure deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuing activity.
- 1.9 When a faculty member is employed in a tenure-track position, a probationary period of seven years is ordinarily required before tenure is granted by the Board of Trustees. Generally, the probationary period will not exceed seven full-time years of tenure-creditable service as a faculty member at Ball State University. The exceptions are noted below.

When transferred from one academic or professional area to another, a tenure-track person, in addition to the normal probationary period, may request or may be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.

 - 1.9.1 Ball State University is committed to providing a work environment that enable faculty to be successful. The university also recognizes that faculty may encounter life circumstances which can impair or prevent progress toward professional and scholarly achievement. This is true for faculty working toward tenure within a limited and specific time frame. A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years, and that the tenure clock be stopped for the requested year(s), if any of the following pertain:
 - 1.9.1.1 Birth or adoption of a child;
 - 1.9.1.2 The faculty member is seriously ill;
 - 1.9.1.3 The faculty member is the principal care-giver for a dependent who is seriously ill or incapacitated;
 - 1.9.1.4 The faculty member is the principal care-giver for a family member who is seriously ill;

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- 1.9.1.5 The faculty member will be on leave for at least one semester of the academic year.
- 1.9.1.6 Widespread health crisis or natural disaster that affects a faculty member's progress towards tenure.

Within one year of the occurrence of the qualifying event, but before the affected annual Promotion and Tenure review, a request that a year not be counted as tenure-creditable year (stopped clock) shall be made to the department chairperson by no later than September 15. The request shall include documentation of the circumstances involved. The request requires approval of the department chairperson, the dean of Teachers College, and the Provost and Executive Vice President for Academic Affairs.

Faculty who receive approval are not required to submit promotion and tenure materials during the period approved by the Provost and Executive Vice President for Academic Affairs. The faculty member is also not expected to submit an extra year's work of research when tenure review resumes.

- 1.9.2 In cases where the exceptional achievements of a candidate in teaching, research, publication, creative endeavors, scholarly productivity, and other meritorious activities resulted in appointment at the associate or professor ranks, tenure may be recommended to the trustees as early as the completion of the third year, following a recommendation from the Department Promotion and Tenure Committee, and approval from the Department Chairperson, Academic Dean, and Provost and Vice President of Academic Affairs. The Board of Trustees may grant tenure in special cases to an individual who holds or will hold academic rank without any probationary period, or with a probationary period of fewer than three years, if all of the following conditions are fulfilled.

- 1.9.2.1 The Board obtains the prior positive recommendations of the Promotion and Tenure Committee of the academic department in which the candidate holds (or will hold) academic rank, Department Chairperson, the Academic Dean, the Provost and Vice President for Academic Affairs, and the President.

- 1.9.2.2 The Board concurs with the recommendation that the individual possesses superior academic and/or creative qualifications;

- 1.9.2.3 The Board concurs with the recommendation that waiver of the normal probationary period is necessary to induce the individual to accept an offer of employment or to continue their employment with the University.

- 1.10 Specific conditions of employment that must be fulfilled by a tenure-track faculty member (in addition to the general standards of performance) will be stated in writing by the University administration at the time of employment. In order to be eligible for a favorable tenure recommendation, the faculty member must meet these employment conditions unless they are released therefrom, in whole or in part, by means of a written departmental recommendation that is approved by the Academic Dean, the Provost and Vice President for Academic Affairs, and the President.

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- 1.11 No later than February 15 of each academic year, each department will send a letter to the Provost and Vice President for Academic Affairs, via the Academic Dean, and the faculty member, setting forth the status of each tenure-track faculty member with respect to their fulfillment of the conditions of appointment and any matters pertaining to the quality of their performance. This letter will contain the recommendations of the Department Chairperson and the Academic Dean.
 - 1.11.1 Before the end of each academic year and prior to year seven, the Provost and Vice President for Academic Affairs will notify each tenure-track faculty member in writing as to the University's official assessment of their status with regard to progress toward tenure. The contents of the letter will reflect:
 - 1.11.1.1 The University's official record of the individual's status with respect to fulfillment of specific conditions of employment which were stated in the letter of employment; and
 - 1.11.1.2 The University's assessment of the individual's performance and progress toward tenure.
 - 1.11.1.3 In years one through six, three decisions are possible: satisfactory progress, unsatisfactory progress, or termination.
 - If the members of a department wish to recommend termination of the appointment of a tenure-track faculty member at the end of any academic year during the probationary period, a letter to that effect shall be filed in the office of the Provost and Vice President for Academic Affairs at least two weeks in advance of the final date set forth in 2.15-2.15.3 below for giving written notice of non-reappointment or of intention not to recommend reappointment to the Board of Trustees. The letter must contain the recommendation of the Academic Dean.
 - 1.12 Tenure and promotion to Associate Professor will be aligned.
 - 1.12.1 The tenure and promotion to Associate Professor decision will be made in the seventh year.
 - 1.12.2 The recommendation will be to grant tenure and promotion to Associate Professor at the end of the year or a recommendation to terminate the faculty member at the end of the following year.
 - 1.12.3 A faculty member may request consideration for early tenure and promotion to Associate Professor one time, either in year five or six, without penalty of dismissal if not granted. If approved, tenure and promotion to Associate Professor will be granted at the end of the year. If not approved, the faculty member will continue in the tenure and promotion process.
 - 1.13 A pre-tenure recommendation will be made by the Department Promotion and Tenure Committee, Department Chairperson, and College Promotion and Tenure Committee to the Dean of Teachers College during the fourth year of the probationary period, using the standard letter provided by the Provost's office along with the vote count and the department's evaluation of strengths and weaknesses.
 - 1.14 The following are necessary prerequisites in order to be eligible for tenure:
 - 1.14.1 The faculty member must have satisfied any specific conditions of employment set forth in their letter of appointment;

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- 1.14.2 The faculty member must have received a positive tenure recommendation from their academic department; and
 - 1.14.3 There must be available significant evidence of excellent performance by the faculty member, and there must be the expectation for a continuance of such in the future.
 - 1.14.4 The faculty member meets qualifications to be promoted to Associate Professor.
 - 1.15 Tenure may be attained only through official action by the Board of Trustees of the University. The Board will make its decision after receiving and reviewing the recommendations of the department, Academic Dean, Provost and Vice President for Academic Affairs, and the President, but the Board will not be bound to follow any of said recommendations.
 - 1.16 Notice of non-reappointment, or of intention not to recommend reappointment to the Board of Trustees, shall be given to the faculty member in writing in accordance with the following standards:
 - 1.16.1 Not later than March 1 of the first academic year of service, if the appointment is to expire on the day the spring semester closes; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
 - 1.16.2 Not later than December 15 of the second academic year of service, if the appointment is to expire on the day the spring semester closes; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
 - 1.16.3 At least twelve months before the expiration of an appointment after two or more years in the institution.
 - 1.17 Contract full-time appointment service may be considered as part of the probationary period for those who are later placed on tenure-track faculty.
 - 1.18 Prior service at Ball State University may be counted toward tenure after the person has completed a one-year probationary period following the return.
 - 1.19 Years of service remain with the individual when tenure-track faculty transfer from one academic or professional area to another.
 - 1.20 Before the end of the academic year, the Department Promotion and Tenure Committee, after consultation with the Department Chairperson, shall provide each tenure-track faculty member in its department with a written assessment of that faculty member's work. This assessment shall include an evaluation of strengths and weaknesses in each of the areas of 1) teaching; 2) scholarship; and 3) service in a professional capacity. The committee may also suggest areas for improvement.
 - 1.21 The Department P&T Committee will make an annual recommendation to the Dean of Teachers College on progress toward tenure for tenure track faculty members. After the department P&T committee's determination, the following will happen:
 - 1.21.1 The Department P&T Committee Chair will write a recommendation letter that reviews the candidate's strengths and weaknesses and areas for improvement.
 - 1.21.2 The letter will be forwarded to the Dean of Teachers College after all departmental deliberations are complete.
 - 1.21.3 The department chair may agree or disagree in writing with the department P&T committee's recommendation.
 - 1.21.4 Upon request from the faculty member, the department P&T chair will meet with the faculty member to discuss and clarify the content of the letter.

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At any other step in the tenure process (department chairperson if their recommendation is different from the Department Promotion and Tenure Committee; College Promotion and Tenure Committee; academic dean; Provost and Vice President for Academic Affairs) the first committee or individual not recommending satisfactory progress for a faculty member shall provide that faculty member with a written statement delineating their strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement.

- 1.22 Vote counts shall accompany any final recommendations.
- 1.23 At Ball State University, we recognize inclusive excellence as an integral endeavor to fulfill our mission and our strategic plan. Faculty members who engage in activities that promote inclusive excellence (training, development, intergroup dialogue, pedagogies and curriculum, community and campus partnerships, mentoring, peer-reviewed research, etc.) will receive credit for their involvement as they contribute to the established standards for Teaching, Scholarship and Service.

2. Promotion

- 2.1 Faculty shall be evaluated in light of the University Mission Statement.
- 2.2 Departmental policies and criteria related to recommending promotions shall be clear, specific, and accessible to all personnel.
- 2.3 Policies and criteria for promotions shall be subject to annual evaluation and review and to periodic revision.
- 2.4 Any department member has the right to present themselves to the Department Promotion and Tenure Committee for consideration for tenure and promotion to Associate Professor after the fourth tenure credible year. A request for consideration for promotion to Professor can be made any time after achieving the rank of Associate Professor.
- 2.5 Recommendations for promotion shall be initiated at the level where the candidate's qualifications can be best identified and evaluated. In most instances this would be the department. After evaluating the candidate's qualifications, the Department Promotion and Tenure Committee must indicate whether or not the candidate is to be recommended for promotion and tenure. **All candidates for promotion and/or tenure will be informed of the department committee's recommendation by a letter written by the committee chair that will include an evaluation of their strengths and weaknesses in the areas of teaching, scholarship, and service.**
 - 2.5.1 Each affected department must have formal criteria, procedures, and policies for recommendations for promotions.
 - 2.5.2 Recommendations shall be supported by ample documentary evidence demonstrating that the candidate for promotion satisfies established criteria. Documentation shall include evaluation forms approved by the administrative unit concerned.
- 2.6 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in promotion deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuing activity.
- 2.7 The departmental and collegiate policies and criteria for promotions must be approved by the University Promotion and Tenure Committee and must

574 be on file with the University Promotion and Tenure Committee and the
575 office of the Provost and Vice President for Academic Affairs.

576 2.8 All promotions to Associate Professor and Professor will be granted on the
577 basis of the spring recommendations.

578 2.9 No person may serve as a member of a Department or College Promotion
579 and Tenure Committee who is a candidate for promotion.

580 2.9.1 An individual so elected who later becomes a candidate for
581 promotion must resign from the committees.

582 2.9.2 The one exception to these provisions involves the chairperson of
583 the department when they are a candidate for promotion. In that
584 circumstance, they shall not participate in their ex-officio capacity
585 during the deliberations of promotion to the same rank.

586 2.9.3 No candidate shall be evaluated by a Promotion and Tenure
587 Committee of fewer than three (3) eligible voting members.
588 Departments, which under these or any other conditions cannot
589 form a Promotion and Tenure Committee of at least three
590 members, may develop specific provisions subject to the approval
591 of the College and the University Promotion and Tenure
592 Committees.

593 2.10 At any step in the promotion process (Department Promotion and Tenure
594 Committee; department chairperson; College Promotion and Tenure
595 Committee; academic dean; Provost and Vice President for Academic
596 Affairs) the first committee or individual not recommending a faculty
597 member favorably for promotion shall provide that faculty member with a
598 written statement delineating their strengths and weaknesses in each of the
599 areas of 1) teaching, 2) scholarship, and 3) service in a professional
600 capacity. The committee or individual may also suggest areas for
601 improvement. All candidates for promotion will be informed of the
602 department committee's recommendation by a letter written by the
603 committee chair that will include an evaluation of strengths and
604 weaknesses in the areas of teaching, scholarship, and service.

605 2.11 Vote counts shall accompany any final recommendations.

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607 3. Materials to be Presented for Promotion and Tenure

608 3.1 Materials shall be presented to the Department Promotion and Tenure
609 Committee by individual faculty members according to guidelines listed
610 below.

611 3.2 A personnel file for every faculty member shall be kept in the Department
612 Chairperson's office. A promotion and tenure file will be part of the
613 personnel file. This promotion and tenure file shall be open to the faculty
614 member concerned and will contain information relevant to promotion
615 and/or tenure. Appropriate materials shall be placed in the personnel file by
616 the Department Chairperson in a timely manner. All information placed in
617 an individual's personnel file shall immediately be brought to their
618 attention in writing by the Department Chairperson. The faculty member
619 shall have the opportunity to place materials in the file, which may rebut or
620 explain any detrimental information. Detrimental information that has not
621 been brought to the attention of the faculty member cannot be used in
622 promotion or tenure deliberations. Anonymous letters shall not be made a
623 part of this file. An individual's promotion and tenure file shall be
624 examined by the Department Promotion and Tenure Committee during
625 promotion and tenure deliberations. All materials used by the Department
626 Promotion and Tenure Committee shall be made available to the College

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Promotion and Tenure Committee, Dean, Provost and Vice President for Academic Affairs, and President, upon request.

3.3 For tenure see 3.4.

3.4 For promotion and tenure, credentials will be submitted electronically to the Chairperson of the Departmental Committee using A college approved digital platform . Once submitted, no additional material may be added to it.

3.4.1 A college approved digital platform shall be used to organize the professional evidence.

3.4.2 A college approved digital platform shall be used to classify and structure the evidence submitted for teaching, scholarship, and service in a professional capacity.

3.4.3 Evidence presented should emphasize the overall competence of the candidate and offer a context for evaluation. Introductory summaries highlighting contributions to innovative teaching practices, the integration of scholarship into teaching/service and the scholarship’s impact on the field of study, and the total scope of service to the profession and the university should be included. These summaries should describe the impact of the candidate’s work in scholarship, teaching, and service. Materials specific to each section should be incorporated in the portfolio.

3.4.3.1 Teaching. A copy of all student evaluation ratings and comments as well as a summary page of student evaluation ratings, peer and chair evaluations, and any documents speaking to novel or innovative teaching practices/techniques should be presented.

3.4.3.2 Scholarship. Departments will recognize and reward the four areas of scholarship: discovery, integration, application, and teaching. Faculty are not required to participate in each of the four areas of scholarship for promotion and tenure. Teachers College expects compelling and continuing evidence of scholarship. Compelling evidence is determined based on the interaction of quality and quantity of refereed publications (e.g., refereed journal article, refereed book chapter) with emphasis placed not only on number but also on significance of the contributions to the specialty. Historical interpretation in Teachers College has been one refereed publication per year prior to application for tenure and promotion; however, the number of refereed publications to meet criterion is dependent on a range of quality indicators (e.g., impact factor, acceptance rates, etc.), so faculty should assume the number of refereed publications expected will be greater than one per year unless nearly all publications appear in top-tier journals. Authorship order may be considered when evidence of scholarship is reviewed. For a publication to count as refereed, it must have received peer review. For book chapters, it is important to document whether the chapter was invited only or if it was the chapter submitted, received a peer review, and then, was accepted for publication. Book chapters that are invited and reviewed by editors, and then revised prior to publication are not considered peer-reviewed publications. It is important for

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journal and book chapters to receive peer reviews prior to being considered as a refereed publication.

For promotion from Assistant to Associate, the expectation is compelling evidence of scholarship based on consistent publication of peer-reviewed articles and chapters over a seven year period. Therefore, candidates are responsible for providing a rationale describing the quality and significance of their scholarly work since being tenured. Candidates are also responsible for describing how their level of scholarship reflects a significant contribution to their specialty.

At the mid-point (fourth year) pre-tenure review, it is expected that tenure-track faculty will provide evidence they are on trajectory for meeting scholarship expectation for promotion and tenure based on refereed publications in print and/or in press. Faculty should provide refereed publications in print and/or in press with their pre-tenure materials a rationale describing their research agenda over the last four years, the quality and significance of their publications to date, and a plan for meeting the publication requirements for tenure and promotion to Associate. It is the candidate's responsibility to provide written documentation that the publication is refereed.

For promotion from Associate to Professor, the expectation is that candidates will demonstrate a compelling combination of scholarly productivity, for example, refereed journal publications, books, books chapters, grantspersonship, etc. Candidates are responsible for providing a rationale describing the quality and significance of their scholarly work since promotion to Associate Professor. Candidates are also responsible for describing how their level of scholarship reflects a significant contribution to their specialty.

3.4.3.3 Service. A summary of activities emphasizing the contributions the candidate makes to committees, professional organizations, and community agencies that enhance professional development should be provided.

3.4.4 Each department shall evaluate each candidate, using a rating scale approved by the Departmental and College Promotion and Tenure Committees. This rating shall be available to the candidate and shall become a part of the candidate's cumulative record.

3.4.5 Names of candidates recommended for promotion and tenure will be forwarded in alphabetical order to the Academic Dean.

3.5 The Department Promotion and Tenure Committee shall forward to the College Promotion and Tenure Committee the credentials of pre-tenure candidates who are in their fourth and seventh/final year of probation along with the committee's recommendation. For candidates in their fourth year, the recommendation will be satisfactory progress toward tenure, unsatisfactory progress toward tenure, or termination, using the standard letter provided by the Provost's office along with a vote count and the department's evaluation of strengths and weaknesses. For candidates being considered for tenure and promotion, the recommendation will be tenure/promote or not tenure/promote, using the standard letter provided by

734 the Provost's office along with a vote count and the department's
735 evaluation of strengths and weaknesses to the Dean of Teachers College.
736 The Provost letter, signed by the Chairperson of the Committee, indicating
737 support, and signed by the Chairperson of the Department indicating
738 support or non-support for promotion and tenure, must accompany the
739 credentials. Additionally, departments from which candidates are being
740 considered for promotion to Professor shall submit at least two external
741 review letters addressing the quality of the candidate's scholarship, creative
742 endeavor, and other scholarly productivity (see Appendix C for
743 procedures).
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745 V. Academic Rank

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- 747 1. There are three basic academic ranks: Assistant Professor,
748 Associate Professor, and Professor. Expectations for each rank are:
 - 749 1.1 Assistant Professor
 - 750 1.1.1 Evidence of quality performance as a teacher or practitioner in the
751 specialty in which the candidate is hired.
 - 752 1.1.2 Evidence of the potential for scholarship.
 - 753 1.1.3 Evidence of participation in professional organizations.
 - 754 1.2 Associate Professor
 - 755 1.2.1 Evidence of consistently excellent teaching.
 - 756 1.2.2 Evidence of quality contributions to one's specialty through
757 scholarship.
 - 758 1.2.3 Evidence of quality contributions in the capacity of professional
759 service.
 - 760 1.3 Professor
 - 761 1.3.1 Evidence of a continuing and consistent record of excellence in
762 teaching.
 - 763 1.3.2 Evidence of significant contribution to one's specialty through
764 scholarship.
 - 765 1.3.3 Evidence of significant contributions in the capacity of
766 professional service.
 - 767 2. Advancement in rank is based on a continuing pattern of achievement throughout
768 the faculty member's professional career in:
 - 769 2.1 Teaching;
 - 770 2.2 Scholarship;
 - 771 2.3 Service in a professional capacity.
 - 772 3. The doctorate in the faculty member's specialty area is required for
773 advancement to associate or professor.
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776 VI. Procedures: Tenure and Promotion

777 **Recommendations made at each stage of deliberation for tenure and promotion must**
778 **be shared with the candidate.**

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- 780 1. Tenure
 - 781 1.1 Departmental policies and criteria must be approved by the College
782 Promotion and Tenure Committee and the University Promotion and
783 Tenure Committee and shall be on file with the Academic Dean and the ex-
784 officio member of the University Promotion and Tenure Committee.
 - 785 1.2 Each department shall have a specific evaluation form for rating a faculty
786 member in relation to tenure. This form shall be used when a faculty
787 member is being considered for tenure. This rating form must be kept on

- 788 file with the Chairperson of the Department and must be approved by the
789 College Promotion and Tenure Committee and the University Promotion
790 and Tenure Committee.
- 791 1.3 Recommendations for promotion and tenure shall be initiated at the
792 departmental level. After evaluating the candidate's qualifications, the
793 Department Promotion and Tenure Committee must indicate whether or
794 not the candidate is to be recommended for promotion and/or tenure. **All**
795 **candidates for promotion and/or tenure will be informed of the department**
796 **committee's recommendation by a letter written by the committee chair**
797 **that will include an evaluation of their strengths and weaknesses in the**
798 **areas of teaching, scholarship, and service.**
- 799 1.4 The recommendations of the Department Promotion and Tenure
800 Committee shall be forwarded to the Dean of Teachers College, using the
801 standard letter provided by the Provost's office along with the vote count
802 and evaluation of strengths and weaknesses. Included with the Provost's
803 letter will be the Department Chairperson's evaluations and
804 recommendations, if there is a difference of opinion between the
805 Department Chairperson and the Department Committee. Pre-tenure, and
806 tenure recommendations, including the standard letter provided by the
807 Provost's office, will be accompanied by a vote count.
- 808 1.5 The College Committee shall review and evaluate the credentials of all
809 collegiate tenure-track persons in the fourth year and forward those
810 credentials, with recommendations, to the Dean. **The credentials of any**
811 **candidate who is appealing an adverse decision from a departmental**
812 **committee shall not be forwarded to the college committee until the appeal**
813 **process has been completed.**
- 814 1.5.1 Any recommendations from the College Committee not receiving
815 approval by the Dean shall be returned to the committee with
816 reasons for the disapproval. A two-thirds vote of the committee
817 shall be required to override the disapproval after which the Dean
818 must forward the recommendation.
- 819 1.6 The Dean shall forward credentials to the College Promotion and Tenure
820 Committee and charge it with the responsibility of evaluating pre-tenure
821 and tenure credentials and providing a recommendation of satisfactory, or
822 unsatisfactory progress, or termination, using the standard letter provided
823 by the Provost's office. Recommendations will be forwarded to the Dean
824 of Teachers College along with a vote count.
- 825 1.7 The Dean of Teachers College shall forward recommendations concerning
826 the tenure credentials, including their evaluations, to the Provost and Vice
827 President for Academic Affairs. If the recommendations are not acceptable,
828 the Provost and Vice President for Academic Affairs shall consult with the
829 Dean of Teachers College about the differences.
- 830 1.8 The Provost and Vice President for Academic Affairs, upon reviewing and
831 being satisfied with the recommendations from the Dean of Teachers
832 College, shall forward these recommendations to the President.
- 833 1.9 Final recommendations in all matters pertaining to tenure reside with the
834 President who forwards these recommendations to the Board of Trustees.
- 835 1.10 Specific conditions of appointment stated in writing at the time of
836 appointment by the President shall be given in writing to the individual, the
837 department, the school director or chairperson, the appropriate Dean, the
838 appropriate Vice President and the President.
- 839 2. Promotion
- 840 2.1 Departmental policies and criteria must be approved by the College
841 Promotion and Tenure Committee and the University Promotion and

- 842 Tenure Committee and shall be on file with the Dean of Teachers College
843 and the ex-officio member of the University Promotion and Tenure
844 Committee.
- 845 2.2 Recommendations for promotion shall be initiated at the departmental
846 level. After evaluating the candidate's qualifications, the Department
847 Promotion and Tenure Committee must indicate whether or not the
848 candidate is to be recommended for promotion.
- 849 2.3 Credentials of those candidates to be recommended favorably for
850 promotion by the Departmental Committee shall be forwarded to the
851 Academic Dean in alphabetical order. Included with the credentials will be
852 the Department Promotion and Tenure Committee's evaluations and
853 recommendations, using the standard letter provided by the Provost's
854 office along with a vote count.
- 855 2.3.1 If in presenting evaluations, the Department Chairperson has
856 serious reservations concerning a faculty member's qualifications,
857 the Department Chairperson shall inform the Department
858 Committee of the bases of the reservations. If the differences
859 between the Chairperson and the Department Committee are not
860 resolved, the Department Chairperson may forward to the
861 Academic Dean their evaluations and recommendations
862 concerning the faculty member's qualifications.
- 863 2.4 The Dean shall forward credentials to the College Promotion and Tenure
864 Committee and charge it with the responsibility for evaluating each
865 individual's credentials and determining whether or not candidates are to
866 be recommended for promotion (See Appendices A and B for rating
867 forms).
- 868 2.5 The College Committee shall forward its recommendations, the standard
869 letter provided by the Provost's office, to the Dean of Teachers College
870 along with a vote count.
- 871 2.5.1 Any recommendations from the College Committee not receiving
872 approval by the Dean of Teachers College shall be returned to the
873 Committee with reasons for the disapproval. A two-thirds vote of
874 the Committee shall be required to override the disapproval after
875 which the Dean must forward the recommendations.
- 876 2.6 The Dean shall forward the recommendations, including their evaluations,
877 to the Provost and Vice President for Academic Affairs. If the
878 recommendations are not acceptable, the Provost and Vice President for
879 Academic Affairs shall consult with the Dean of Teachers College about
880 the differences.

881 **VII. Reconsideration**

882 **1. Reconsideration**

- 883 1.1 Reconsideration is the act whereby a candidate may request that an initial
884 adverse decision at the departmental, collegiate, or Provost level be
885 reexamined. Reconsideration can take place before an appeal.
886 Reconsideration provides an opportunity for a candidate to clarify content
887 of material.
- 888 1.2 An adverse recommendation can be made at any of several levels: the
889 department Promotion and Tenure Committee, the College Committee, the
890 Dean, or the Provost; nevertheless, the procedures for requesting a
891 reconsideration are essentially the same no matter where an adverse
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recommendation is made. The candidate may ask for a reconsideration only at the level at which the **initial** adverse recommendation was made.

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- 1.2 If the initial adverse recommendation has been made by the Department Promotion and Tenure Committee, then the candidate may ask for a reconsideration of that recommendation by the Department Committee before they may proceed further.
 - 1.2.1 The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting them. For example, if a Department Promotion and Tenure Committee advises a faculty member in writing that it is recommending against awarding tenure to such member, the period to request reconsideration would run from the date of receipt of that communication, rather than from the date on which the Board of Trustees subsequently announces the names of faculty members who have been awarded tenure. Any request for reconsideration not filed within this time limit will be denied automatically, unless the Academic Dean determines that good cause has existed for the delay.

There are two permissible reasons to request reconsideration: 1) the college Promotion and Tenure Committee's incomplete review of; or 2) misinterpretation of the promotion and tenure file. The candidate's written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted. The written request shall be filed in the office of the department chairperson and forwarded to the college Promotion and Tenure Committee.
 - 1.2.2 The written request for reconsideration shall be filed in the office of the department chairperson.
 - 1.2.3 After receiving a request for reconsideration, the Department Committee must meet to reconsider its initial adverse recommendation. The Department Committee must meet with the candidate if they so request. The candidate may provide an oral presentation of the request for promotion or tenure. No additional materials may be introduced or added to the documents or the process.
 - 1.2.4 After meeting to reconsider the candidate's materials, the committee shall vote to overturn or affirm the previous decision. This vote supersedes the previous vote.
 - 1.2.5 The candidate's materials for promotion and/or tenure shall be held in the departmental office and shall not be forwarded to the College Promotion and Tenure Committee until the requests for reconsideration has been completed.
- 1.3 If the initial adverse recommendation has been made by the College Committee or the Dean, the Dean will inform the candidate of their decision following reconsideration. If the decision is to affirm the initial adverse recommendation, the Dean shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation regarding the candidate's written request. The letter will be a part of promotion and tenure file. The faculty member then may ask for reconsideration at the collegiate level.

- 947 1.3.1 The candidate must ask, in writing, for the reconsideration within
- 948 ten (10) calendar days following the date of the faculty member's
- 949 receipt of the written recommendation adversely affecting them.
- 950 For example, if the College Promotion and Tenure Committee
- 951 advises a faculty member in writing that it is recommending
- 952 against awarding tenure to such member, the period to request
- 953 reconsideration would run from the date of receipt of that
- 954 communication, rather than from the date on which the Board
- 955 of Trustees subsequently announces the names of faculty members
- 956 who have been awarded tenure. Any request for reconsideration
- 957 not filed within this time limit will be denied automatically, unless
- 958 the academic dean determines that good cause has existed for the
- 959 delay.
- 960 1.3.2 The written request for reconsideration shall be filed in the office
- 961 of the college dean.
- 962 1.3.3 After receiving a request for reconsideration, the College
- 963 Committee or Dean of Teachers College must meet to reconsider
- 964 its or their initial adverse recommendation. The College Committee
- 965 or Dean must meet with the candidate if they so request. The
- 966 candidate may provide an oral presentation of the request for
- 967 promotion or tenure. No additional materials may be introduced or
- 968 added to the documents or the process.
- 969 1.3.4 After meeting to reconsider the candidate's materials, the
- 970 committee shall vote or the Dean shall decide to overturn or affirm
- 971 the previous decision. This vote supersedes the previous vote.
- 972 1.3.5 The College Committee or Dean will inform the candidate of their
- 973 decision following reconsideration.
- 974 1.3.6 The candidate's materials for promotion and/or tenure shall be held
- 975 in the collegiate office and shall not be forwarded to the Provost
- 976 until all requests for reconsideration have been exhausted.
- 977 1.3.7 In cases where the dean makes the initial adverse decision, the
- 978 candidate's materials for promotion and/or tenure shall be held in
- 979 the files of the Dean where the initial adverse recommendation was
- 980 made and shall not be forwarded to the Provost until the requests
- 981 for reconsideration have been completed.

982 **VIII. College Appeals**

983 1. Steps to the Appeal

984 Tenure-line faculty may appeal promotion and tenure decisions that adversely

985 affect such individuals in accordance with provisions set forth in this Part VIII and

986 the *Faculty and Professional Personnel Handbook* and the *University Promotion*

987 *and Tenure Document*. Appeal refers to actions taken by the appellant when the

988 outcome of the department, college, or Provost reconsideration is the same as the

989 original recommendation. An appeal may be filed without following the

990 reconsideration process. Appeals examine the process not the content.

- 991 1.1 The Appellant writes a letter to the Dean
- 992 1.1.1 The letter has to be written within ten (10) calendar days of receipt
- 993 of the official letter from the previous recommendation adversely
- 994 affecting them.
- 995 1.1.2 The letter must state specific reasons for appeal. The appeal must
- 996 be based on at least one of the following reasons:
- 997 1.1.2.1 Allegation of violation of approved departmental,
- 998 collegiate, and/or University policies, including those set
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forth in the section of the *Faculty and Professional Personnel Handbook* and the *University Promotion and Tenure Document*.

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- 1.1.2.2 Allegation of unfair treatment on the part of the decision makers;
 - 1.1.2.3 Allegation of discriminatory treatment on the part of the decision makers.
 - 1.1.3 The letter must provide detail about what the specific allegations are.
 - 1.1.4 The letter is limited to a maximum of four (4) pages.
 - 1.2 The Dean will review the appeals letter to determine whether the appeal specifies a criterion listed in 1.1.2. A letter which does not specify any of the criteria will be returned immediately to the Appellant for review and resubmission. The Appellant must resubmit or withdraw the appeal within five (5) working days from the date of notification by the Dean. Upon resubmission, assuming an established criterion has been specified, the Dean will form an appeal panel to hear the appeal.
 - 1.3 The academic dean is responsible for preparing an appeal file that will consist of (a) the formal request for hearing and any other materials submitted by the appellant; (b) the response and any other materials submitted by the Department Committee or Department Chair. The appeal file will be forwarded to the chairperson of the hearing panel who will make certain that it is made available to all parties to the hearing.
 - 1.4 The College Hearing Panel must hold the hearing within thirty (30) calendar days of its receipt of the request for hearing. Days outside the regular academic year will not be counted in the thirty day computation. The chairperson of the College Hearing Panel may, with good cause, extend the thirty day deadline.
 - 1.5 The Dean and Chair of the College Hearing Panel meet with the Appellant and Respondents to explain the appeals process.
 - 1.6 The materials and witness list must be submitted to the Dean five (5) working days before the hearing.
 - 1.7 Documentation shall not exceed twenty (20) pages (one side) plus a comprehensive vita.
 - 1.8 All parties are given ten (10) calendar days notice of the hearing.
 - 1.9 The Dean distributes copies of the documentation provided by the Appellant and Respondents to the Appellant, Respondents, and Panel at least three (3) working days prior to the Hearing.
 - 1.9.1 Challenges to documented evidence must be made in writing by 1:00 p.m. on the working day before the Hearing to the Chair of the Hearing Panel.
 - 1.9.2 A decision on the admissibility of materials must be made by the Hearing Panel before the Hearing begins in a closed session by vote using a written ballot. A simple majority vote is required to support a decision.
 - 1.10 Both parties are given the names of the panel as early as the Hearing date is set.
 - 1.10.1 Challenges to panel members must be made in writing, four (4) days before the Hearing to the Chair of the Hearing Panel.
 - 1.10.2 A decision on the challenge to the Panel must be made in a closed session by the Hearing Panel, by vote using a written ballot. A simple majority vote is required to support a decision.
 - 1.10.3 If a successful challenge results in fewer members than needed for a quorum, the Hearing will be rescheduled.

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2. The Hearing Panel
 - 2.1 Persons who will be involved in the Appeal Hearing:
 - 2.1.1 The Appellant has the prerogative of being accompanied by a full-time regular Ball State faculty or professional personnel member to serve as a faculty colleague who may also serve as a recording secretary.
 - 2.1.2 The Department Chairperson and the Department Promotion and Tenure Committee Chairperson who will present the case for the department including such material as minutes of promotion and tenure meetings involving the Appellant.
 - 2.1.3 The Dean or the Dean's designee who will be an ex-officio, non-voting attendant at the hearing.
 - 2.1.4 The Appeal Panel, which will be comprised of the elected representatives of five (5) of the six (6) departments or alternates and one (1) alternate randomly selected from the remaining alternates. The representative or alternate of the Appellant's department will not serve on the Appeal Panel.
 - 2.2 Appeals will be conducted only when all members of an Appeal Panel are present.
 - 2.3 The Chairperson of the Hearing Panel reads an introductory script to participants reviewing procedures.
 - 2.4 Each side is given 30 minutes total for presentation. The 30 minutes may be divided in any way that seems appropriate. The time used by witnesses will be included within the 30 minutes. Only one witness may appear and be present at a time.
 - 2.5 No presentation may be interrupted.
 - 2.6 At the close of each presentation, members of the Hearing Panel may question participants, witnesses, or observers.
 - 2.7 Opportunity for rebuttal will be given to each party following the questions from the Hearing Panel. Rebuttals are limited to five (5) minutes for each party.
 - 2.8 Following the rebuttals, members of the Hearing Panel may ask additional questions.
 - 2.9 The Chairperson of the Hearing Panel will ask both parties if they believe the Hearing was conducted fairly. Responses will be recorded in the minutes of the hearing.
 - 2.10 All copies of materials distributed to participants, except those prepared by and belonging to them, are to be left with the Hearing Panel. A copy is available in the Office of the Dean in the event it is needed for further appeals.
 - 2.11 The Hearing Panel will seek an immediate decision. However, deliberations may continue at another time and/or location convenient to the members, if necessary.
 - 2.12 Appellants and Respondents will be notified informally of the outcome of the Hearing as soon as possible.
 - 2.13 Formal notification of the Hearing Panel's recommendation will be sent to both parties and to the Dean.
 - 2.14 The approved minutes of the Hearing will be available to the parties, upon request. The Secretary of the College Promotion and Tenure Committee will serve as secretary for the Hearing, unless the chair designates another person.

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1111 Approved by Teachers College Promotion and Tenure Committee November 13, 2000
1112 Approved by Teachers College Promotion and Tenure Committee September 18, 2001
1113 Approved by Teachers College Promotion and Tenure Committee November 11, 2002
1114 Approved by University Promotion and Tenure Committee May 1, 2003
1115 Approved by Teachers College Faculty, October 31, 2003
1116 Approved by Teachers College Promotion and Tenure Committee, November 8, 2004
1117 Approved by University Promotion and Tenure Committee December 15, 2004
1118 Approved by Teachers College Promotion and Tenure Committee November 14, 2005
1119 Approved by University Promotion and Tenure Committee, December 5, 2005
1120 Approved by Teachers College Promotion and Tenure Committee November 6, 2006
1121 Approved by Teachers College Promotion and Tenure Committee November 5, 2007
1122 Approved by Teachers College Promotion and Tenure Committee November 3, 2008
1123 Approved by University Promotion and Tenure Committee, April 10, 2009
1124 Approved by University Promotion and Tenure Committee, May 8, 2009
1125 Approved by Teachers College Promotion and Tenure Committee November 2, 2009
1126 Approved by University Promotion and Tenure Committee, February 26, 2010
1127 Approved by Teachers College Promotion and Tenure Committee, November 1, 2010
1128 Approved by University Promotion and Tenure Committee, February 9, 2011
1129 Approved by Teachers College Promotion and Tenure Committee, November 1, 2010
1130 Approved by University Promotion and Tenure Committee, February 9, 2011
1131 Approved by Teachers College Promotion and Tenure Committee, November 21, 2011
1132 Approved by University Promotion and Tenure Committee, July 2012
1133 Approved by Teachers College Promotion and Tenure Committee, November 1, 2012
1134 Approved by the University Promotion and Tenure Committee, February 26, 2013
1135 Approved by Teachers College Promotion and Tenure Committee, October 4, 2013
1136 Approved by Teachers College Promotion and Tenure Committee, February 17, 2014
1137 Approved by Teachers College Promotion and Tenure Committee, November 6, 2014
1138 Approved by Teachers College Promotion and Tenure Committee, November 3, 2015
1139 Approved by the University Promotion and Tenure Committee, February 1, 2016
1140 Approved by Teachers College Promotion and Tenure Committee, November 3, 2016
1141 Approved by the University Promotion and Tenure Committee, February 23, 2017
1142 Approved by the Teachers College Promotion and Tenure Committee, November 10, 2017
1143 Approved by the University Promotion and Tenure Committee, February 21, 2018
1144 Revision approved by the Teachers College Promotion and Tenure Committee, October 1, 2018
1145 Approved by the Teachers College Promotion and Tenure Committee, October 31, 2018
1146 Approved by the University Promotion and Tenure Committee, January 23, 2019
1147 Approved by the Teachers College Promotion and Tenure Committee, October 30, 2019
1148 Approved by the Univeristy Promotion and Tenure Committee, March 19, 2020
1149 Approved by the Teachers College Promotion and Tenure Committee, October 22, 2020
1150 Approved by the Teachers College Promotioun and Tenure Committee, October 21, 2021
1151 Approved by the Teachers College Promotion and Tenure Committee, October 14, 2022
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1155

Appendix A

TEACHERS COLLEGE PROMOTION RATING SHEET

Tenure and/or Assistant to Associate Professor

The evidence submitted by the candidate and the Departmental Promotion and Tenure Committee will be rated by each member of the Teachers College Promotion and Tenure Committee. Each section to be rated will be assigned a number from 1 through 7, with 7 representing substantial evidence of excellence and 1 representing little to no evidence of excellence.

SECTION I: Teaching
1 2 3 4 5 6 7

SECTION II: Scholarship
1 2 3 4 5 6 7

SECTION III: Service
1 2 3 4 5 6 7

Name of Candidate

Appendix B

TEACHERS COLLEGE PROMOTION RATING SHEET

Associate to Professor

The evidence submitted by the candidate and the Departmental Promotion and Tenure Committee will be rated by each member of the Teachers College Promotion and Tenure Committee. Each section to be rated will be assigned a number from 1 through 7, with 7 representing substantial evidence of excellence and 1 representing little to no evidence of excellence.

Only evidence of contributions during the period of time since the date of last promotion shall be acceptable.

SECTION I: Teaching
1 2 3 4 5 6 7

SECTION II: Scholarship
1 2 3 4 5 6 7

SECTION III: Service
1 2 3 4 5 6 7

Name of Candidate

Appendix C

Policies and Procedures for the Use of Supplemental External Letters of Review of Scholarship in Promotion to Professor

1. Candidates shall submit to the Department Promotion and Tenure Committee or Department Chairperson, a list of external reviewers (i.e., not in the employ of BSU) from their field of study and from whom letters of review may be solicited. Candidates shall disclose relationships, if any, between the candidate and a potential reviewer (e.g., collaborators on research/publications, advisor). Such letters shall provide a supplementary evaluative review of the candidate's scholarship, creative endeavors, and other scholarly activities. **Candidates who intend to seek promotion to full professor should declare their intentions no later than April 30th of the spring semester before they will be reviewed, so that there is adequate time to begin the process of seeking external review letters. This process should be conducted according to department and college policies but should normally commence by May of the spring semester before the candidate will be reviewed in the following fall semester. Candidates who declare their intentions after April 30 may not have adequate time for external letters to be received and reviewed by the evaluators, and therefore will not be eligible for consideration if their files are not complete**
2. The Department Chairperson and/or Department Promotion and Tenure Committee and the candidate shall be involved in the selection of reviewers from the list and from whom reviews will be solicited. The department may develop a policy to supplement the candidate's list of reviewers; however, one-half of contacted reviewers must come from the candidate's list. Challenges to the list of reviewers shall be handled according to departmental policies. The Department Chairperson or Chairperson of the Department Promotion and Tenure Committee will be responsible for contacting the selected reviewers and securing the external letters.
3. Candidates shall provide to the Department Chairperson a comprehensive vita and a representative sampling of their work (e.g., reprints, book chapters, awards) that can be sent to reviewers. Documentation can include information using a digital format. Additionally, information about the candidate (e.g., teaching load, service, involvement in undergraduate and graduate programs), Ball State's philosophy, and department and college procedures for promotion should be provided to the reviewers to offer them a frame of reference.
4. All letters received from external reviewers will be available for the promotion review process. At least two external letters will be required to be included before consideration of promotion to Professor can commence. External review letters shall be inserted and retained in the candidate's Promotion and Tenure file for use by departmental, collegiate, and, in the case of an appeal, University Promotion and Tenure Committees, and by the Provost in promotion and tenure deliberations for the current year.
 1. The candidate has the right to examine all external review letters. For examination of the letters by the candidate, anonymity of the external reviewers must be assured in accordance with procedures established by the department. The candidate has the right to respond in writing to information contained in the letters. Should a response occur, this document shall be made available with the external review letters during the promotion review process.
 2. At the conclusion of deliberations for the current year, the letters and any response shall be retained only in a separate confidential file in the Office of the Dean of the College. Once letters are placed in this separate confidential file, they cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration unless requested by the candidate.