NON-TENURE-LINE FACULTY TITLES & PROMOTION COVERSHEET

Department: N/A
College: Fine Arts
Date Coversheet Submitted: October 3, 2022

Please check one of the following:

XXX The Unit has no changes to the Non-Tenure-Line title and promotion document. The previously approved document remains in effect for the AY 2023-2024.

The Unit has submitted revisions to the Non-Tenure-Line title and promotion document. If approved, these revisions will be in effect for the AY 2023-2024.

Signatures: Date: 10/3/2022

Unit Head: N/A
Dean: ___________________________ on behalf of Seth Beckman

Provost ___________________________ 10/18/2022
COLLEGE OF FINE ARTS
NON-TENURE LINE PROMOTION DOCUMENT

Effective 2023-2024
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Preamble
All parties involved are encouraged to familiarize themselves with the rights, responsibilities, and procedures that are outlined in the University, College, and Department non-tenure line promotion documents. In cases where questions arise, these two documents take precedence over the department document.

I. Guidelines for Promotion

1. The evaluation of a faculty member’s eligibility for promotion 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;
   1.3 Service in a professional capacity

2. Promotion to Associate Teaching Professor shall occur no sooner than year seven.

3. 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.

II. Definitions

1. Department and departmental refer to schools, academic departments located within the seven colleges and those comparable units which have faculty and/or eligible professional personnel but are not located within colleges.

2. College or collegiate refers to the College of Fine Arts.

3. Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department, college, or Provost be reexamined. Reconsideration provides an opportunity for the candidate to clarify content of materials.

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.

5. Working days are those days when Ball State University administrative offices are open.

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. Eligible professional personnel are those individuals who hold academic rank or who are eligible for non-tenure promotion.

8. Scholarship is the process of attaining new knowledge, creating a new work, or recreating/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.
The scholarship of discovery is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.

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.

The scholarship of application applies knowledge to address significant societal issues.

The scholarship of teaching studies the development of knowledge, skill, mind, character, and/or ability of others.

III. Committee Structure and Function

1. Membership of the College of Fine Arts Non-Tenure Line Promotion Committee shall be

1.1 Two members each from the School of Art, the School of Music, and the Department of Theatre and Dance elected at large for staggered two-year terms.

1.2 The College Committee shall consist of non-tenured faculty only.

1.3 One non-voting liaison member from the current University Non-Tenure Line Promotion Committee.

1.4 The Associate Dean of the College of Fine Arts as a non-voting ex-officio member.

1.5 Representatives to the College Non-Tenure Line Promotion Committee may not serve as members of the Department/School Non-Tenure Line Promotion Committees.

1.6 In the event a member of the College Non-Tenure Line Promotion Committee must resign his/her position, or is unable because of a medical issue or because of a conflict of interest is unable to complete their duties, their department will elect another faculty member to replace them. A temporary, replacement can be appointed by the department chairperson if an immediate replacement is necessary.

1.7 No person may serve as a member of the College Non-Tenure Line Promotion Committee who is a candidate for promotion. An individual so elected who later becomes a candidate for promotion must resign from the committee.

1.8 No person may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same academic department or administrative area as of the principles in the case, business involvement, or relationship to any of the principles. Decisions regarding such conflicts shall be made by the committee chairperson.

1.9 No person may serve as a member of the College Non-Tenure Line Promotion Committee who is related by family or by marriage or is a former spouse of a faculty member being evaluated for promotion.

2. Elections

2.1 Elections shall be conducted each spring semester by each academic unit.

2.2 Annually, the School of Art, the School of Music, and the Department of Theatre and Dance each shall elect one person from among its eligible non-tenured faculty. Eligibility is determined by promotion to the rank of Associate Teaching Professor or above.

2.3 The elected person from each department/school will serve on the college committee for a two-year term.
2.4 In the event the person elected to the college committee is unable to serve, an alternate, who also meets the above criteria, shall be elected by the academic unit to the college committee.

2.5 The newly elected committee assumes its official responsibilities the first day following the end of spring semester. The term of office ends the last day of spring semester except for appeals generated during the tenure of the committee.

3. Responsibilities

3.1 The college committee shall deliberate in the following ways:

3.11 A quorum shall be a simple majority except at meetings involving evaluation of credentials seeking promotion. Then a quorum shall be five of the six department/school representatives.

3.12 Deliberations and recommendations on promotion applications shall be accomplished name-by-name and department/school-by-department/school.

3.13 Each member of the committee shall use the adopted “Worksheet” (See Appendix B to this document.) to evaluate the evidence presented by the candidates from each department/school. Only documented evidence can be considered in committee deliberations. Rumor and hearsay evidence are inadmissible.

3.14 A motion to recommend promotion for each candidate shall be made. Recommendations for promotion shall require a “yes” vote from four of the six departmental/school representatives.

3.15 All motions shall be positive.

3.16 All votes shall be by written ballot.

3.17 The chairperson shall notify each candidate in writing of the committee’s recommendation regarding promotion decisions.

3.18 The College committee shall meet to review the above letters (3.17) written to each candidate regarding promotion.

3.2 The college committee shall establish and implement collegiate promotion policies and procedures. These must not conflict with University policies.

3.3 The college shall implement University promotion policies and procedures.

3.4 The committee shall make recommendations for policy changes to the University Committee.

3.5 The committee shall review departmental compliance with policy implementation.

3.6 The committee shall review and evaluate the credentials of all collegiate candidates for promotion. It shall forward the credentials of those candidates being recommended favorably for promotion, with recommendations, to the Dean.

3.7 The College Committee shall review and evaluate the credentials of the candidate and forward these credentials, with recommendations, to the Dean. In cases where the Department/School committee or Department/School chairperson has forwarded a letter recommending unsatisfactory progress, the College Committee must review all relevant
material—including any rebuttal letters from the candidate regarding said decisions. The recommendation of the College Committee shall then be reflected in a letter from the chairperson of the College Committee to the Dean regarding concurrence with or disagreement with the department/school committee's progress toward promotion recommendations.

3.8 The committee shall hear appeals from individuals who feel aggrieved by the action of the Department Committee, and/or the department chairperson.

3.9 Minutes of all committee actions must be maintained on file in the Dean’s office.

3.91 Minutes shall be distributed at each meeting, and after Approval, returned to the secretary before the close of the meeting.

IV. Policy Statements

1. Promotion

1.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.

1.2 Any department member or eligible professional personnel member has the right to present herself or himself to the Department Non-Tenure Line Promotion Committee for consideration for promotion to Associate Teaching Professor after the seventh credible year. A request for consideration for promotion to Teaching Professor can be made 5 years after achieving the rank of Associate Teaching Professor.

1.3 Policies and criteria related to recommending promotions shall be clear, specific, and familiar to all personnel.

1.4 Policies and criteria for promotions shall be subject to annual evaluation and review and to periodic revision.

1.5 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/school.

1.6 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 continuous activity.

1.7 The departmental and collegiate policies and criteria for promotions must be approved by the University Non-Tenure Line Promotion Committee and must be on file with the University Non-Tenure Line Promotion Committee and the office of the Provost and Vice President for Academic Affairs.

1.8 At any step in the promotion process (Department/School Non-Tenure Line Promotion Committee; department chairperson/director of school; Provost and Vice President for Academic Affairs) the first committee or individual not recommending a faculty member favorably for promotion shall provide that faculty member with a written statement in the form of a letter indicating that negative decision and delineating his or her 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. Vote counts shall accompany any final recommendations.

1.9 Promoted non-tenure line faculty who received a multi-year contract and are seeking to extend their multi-year contract should submit a request to their respective department in
writing with documentation of continued achievement in compliance with the established departmental expectations of excellence. The departmental document should establish deadlines for submitting written requests for multi-year contract extensions.

3. Policy Statements for Materials to be presented for Promotion Purposes

3.1 Materials shall be presented to the Department/School Non-Tenure Line Promotion Committees by individual faculty members according to guidelines established by department/school and the College of Fine Arts.

3.2 A file shall be kept in the department chairperson/director of school for every individual faculty member who is eligible to be considered for promotion. This file shall be open to the faculty member concerned and will contain all information, which in the judgment of the department chairperson/director of school, is relevant to promotion. Materials shall be placed in the file by the department chairperson/director of school either at their own discretion or at the request of the candidate.

V. Academic Rank

1. There are three basic academic ranks: Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor.

Qualifications for each rank are as follows:

1.1 Assistant Teaching Professor

1.11 Evidence of quality performance as a teacher or practitioner in the specialty in which the candidate is hired;

1.12 Evidence of the potential for conducting research, for publishing, for contributing other scholarly products, and/or creative works;

1.13 Evidence of participation in professional organizations.

1.2 Associate Teaching Professor

1.21 Evidence of a continued pattern of excellent teaching.

1.22 Evidence of high quality contributions to one’s specialty through research, publication or other scholarly productivity, which must include refereed outlets, and/or creative works;

1.23 Evidence of high quality contributions in the capacity of professional service.

1.3 Teaching Professor

1.31 Evidence of regional, national, or international recognition in at least one of the following, teaching, research, creative endeavors, or other scholarly productivity; or service in a professional capacity;

1.32 Evidence of a continued pattern of excellent teaching.

1.33 Evidence of significant contribution to one’s specialty through research, publication or other scholarly productivity, which must
include refereed outlets, and/or creative works; additionally, at least two letters from external evaluators who have reviewed and commented upon the evidence of significant contribution are required.

1.34 Evidence of significant contributions in the capacity of professional service.

2. Advancement in rank is based on a continuing pattern of achievement throughout the faculty member’s professional career in:

2.1 Teaching

2.2 Research, publication, creative endeavors, or other scholarly productivity;

2.3 Service in a professional capacity

3. A Master’s degree in the faculty member’s specialty area is usually required for either hiring at or advancement to Associate Teaching Professor or Teaching Professor. However, certain kinds of expertise experience, and/or recognition may be accepted by the College of Fine Arts as appropriate qualifications for either rank, upon approval of the Provost and the Vice President for Academic Affairs.

VI. Procedures for Promotion

1. Procedures for Promotion

1.1 Faculty personnel

1.11 Departmental policies and criteria must be approved by the College Non-Tenure Line Promotion Committee and the University Non-Tenure Line Promotion Committee and shall be on file with the academic Dean and the ex officio member of the University Non-Tenure Line Promotion Committee.

1.12 Recommendations for promotion shall be initiated at the department level. After evaluating the candidate’s qualifications, the Department Non-Tenure Line Promotion Committee must indicate whether or not the candidate is to be recommended for promotion. (All candidates will be notified of recommendations in writing.)

1.13 Credentials of those candidates to be recommended favorably for promotion by the department/school committee shall be forwarded to the academic Dean in alphabetical order. Included with the credentials will be the Department/School Non-Tenure Line Promotion Committee’s evaluations and recommendations.

1.131 If in presenting evaluations, Chairperson/School Director or Department/School Committee has dissenting opinions concerning a faculty member’s qualifications, the Department Chairperson/School Director or Department/ School Committee shall inform the opposition on the basis of the dissenting opinions. If the differences between the Chairperson/School Director and the Department/School Committee are not resolved, the Department/School Director may forward to the academic Dean his or her evaluations and recommendations concerning the faculty member's qualifications.

1.14 The Dean shall forward credentials to the College Non-Tenure Line Promotion Committee and charge it with the responsibility for evaluating each individual’s credentials and determining whether or not candidates are to be recommended for promotion.
1.141 Any recommendations from the College Committee not receiving approval by the Dean shall be returned to the committee with reasons for the disapproval. A two-thirds vote of the committee shall be required to override the disapproval after which the Dean must forward the recommendation.

1.15 The Dean shall forward the recommendations, including his or her evaluations, to the Provost and Vice President for Academic Affairs. If the recommendations are not acceptable, the Provost and Vice President for Academic Affairs shall consult with the Dean about the differences.

2. **Policy for Evaluation of Scholarship**

Ball State University recognizes the importance of providing a climate in which professors pursue independent or collaborative scholarly activities or creative endeavors.

2.1 Departments will recognize and reward the four areas of scholarship: discovery, integration, application, and teaching.

2.2 Each department or school shall define its own emphases and the appropriateness of each faculty member's scholarly productivity and creative endeavors.

2.21 Faculty shall NOT be required to participate in each of the four areas of scholarship.

2.3 Each faculty member shall communicate clearly to the chairperson or director their goals and accomplishments which contribute to the departmental goals and emphases.

2.4 Each faculty member shall communicate clearly to the chairperson or director the appropriateness of their creative endeavors and means of disseminating results of scholarly productivity. The traditional methods of dissemination through refereed publications, presentations, exhibitions, productions, concerts, and other recognized professional formats currently evolving will be considered.

**VII Right of Reconsideration**

1. **Reconsideration**

1.1 Reconsideration is the act whereby a candidate may request that an initial adverse decision by a department, college, or the Provost may be reexamined. Reconsideration can take place before an appeal. Reconsideration provides an opportunity for a candidate to clarify content of material.

1.2 If the initial adverse recommendation has been made by the Department Non-Tenure Line Promotion Committee, then the candidate may ask for a reconsideration of that recommendation by the Department Committee before he or she proceeds further.

1.21 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 Non-Tenure Line Promotion Committee advises a faculty member in writing that it
is recommending against awarding promotion 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 promotion. 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.

1.22 The written request for reconsideration shall be filed in the office of the department chairperson.

1.23 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 he or she so requests. The candidate may provide an oral presentation of the request for promotion. No additional materials may be introduced or added to the documents or the process.

1.24 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.

1.25 The candidate’s materials for promotion shall be held in the departmental office and shall not be forwarded to the College Non-Tenure Line Promotion Committee until the request for reconsideration has been completed.

1.3 If the initial adverse recommendation has been made by the College Committee or Dean, then they may ask for reconsideration at the collegiate level.

1.31 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 College Dean or College Non-Tenure Line Promotion Committee advises a faculty member in writing that it is recommending against awarding promotion 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 promotion. 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.

1.32 The written request for reconsideration shall be filed in the office of the college dean.

1.33 After receiving a request for reconsideration, the Collegiate Committee must meet to reconsider its initial adverse recommendation or in cases when only the college dean reviews the candidate, the Dean must reconsider the initial adverse recommendation. The Collegiate Committee or Dean must meet with the candidate if they so request. The candidate may provide an oral presentation of the request for promotion. No additional materials may be introduced or added to the documents or the process.

1.34 After meeting to reconsider the candidate’s materials in cases where the committee made the initial adverse decision, the committee shall vote to overturn or affirm the previous decision. This vote supersedes the previous vote.

1.35 The candidate’s materials for promotion shall be held in the collegiate office
1.4 If the initial adverse, recommendation has been made by the Provost, then the candidate may ask for reconsideration by the Provost.

1.41 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, the Provost advises a faculty member in writing that they are recommending against awarding promotion to such member, the period to request reconsideration would run from the date of receipt of the communication, rather than from the date on which the Board of Trustees subsequently announces the names of faculty members who have been awarded promotion. Any request for the reconsideration not filed within this time limit will be denied automatically, unless the Provost determines that good cause has existed for the delay.

1.42 The written request for reconsideration shall be filed in the office of the Provost.

1.43 After receiving a request for reconsideration, the Provost must meet with the candidate if they requests. The candidate may provide an oral presentation of the request for promotion. No additional materials may be introduced or added to the documents or the process.

1.44 After reconsidering the candidate’s materials, the Provost shall overturn or affirm the previous decision. This decision supersedes the previous decision.

1.45 The Provost will inform the candidate of their decision following reconsideration.

1.46 The candidate’s materials for promotion shall be held in the Provost's Office and shall not be forwarded to the university President until all requests for reconsideration have been exhausted.

VIII. Right of Appeal

1. Appeals from Adverse Decisions

1.1 Full-time faculty and professional personnel may appeal promotion decisions which adversely affect such individuals in accordance with provisions set forth in this Part VIII. Appeal refers to actions 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 not the content.

2. Bases for Request for Appeal

2.1 If the appellant is not satisfied with the decision of the Department Committee, then they may appeal to the College Non-Tenure Line Promotion Committee. The request must be made within ten (10) calendar days following the appellant's receipt of the Department Committee's decision and must be filed in the office of the academic dean. Any request that is not filed within this time limit will be denied automatically unless the Provost and Vice President for Academic Affairs determines that good cause has existed for the delay.

2.2 There are three permissible reasons to request appeal:

2.21 Allegation of violation of approved departmental, collegiate, and/or University policies,
including those set forth in the **Faculty and Professional Personnel Handbook**;

2.22 Allegation of unfair treatment on the part of the decision makers;

2.23 Allegation of discriminatory treatment on the part of the decision makers.

2.3 When an appellant alleges violation of approved departmental, collegiate, and/or University policies, including those set forth in the Faculty and Professional Personnel Handbook, then they must cite the specific policies which a committee or administrator failed to follow. When filing a request for appeal, the appellant must also provide a summary of the way(s) in which the policies were violated and how such violation(s) adversely affected the appellant.

2.4 When an appellant alleges unfair treatment on the part of the decision makers, then they must cite the specific treatment engaged in by a committee or administrator. When filing a request for appeal, the appellant must also provide a summary of the reasons why the decision in question was clearly not merited by the evidence available to the decision makers and must also attach to the summary specific and detailed evidence in support of the reasons listed in the summary. Unfair treatment is defined as decisions which are arbitrary or capricious or which are **clearly** not supported by the evidence.

2.5 When an appellant alleges discriminatory treatment on the part of the decision makers, then they must cite the specific treatment engaged in by a committee or administrator. When filing a request for appeal, the appellant must also provide a summary of the constitutionally or statutorily prohibited reasons upon which he or she believes the decision was based and a detailed summary of the evidence which supports the appellant's allegation. Discriminatory treatment is defined as decisions based upon constitutionally or statutorily prohibited reasons, including unlawful discrimination.

2.6 When a request for appeal is filed which alleges discriminatory treatment on the part of the decision makers, the University's Director of Equal Opportunity and Affirmative Action, or their designee, shall serve in an advisory capacity to the committee or hearing panel at each level of appeal. All appeals alleging discriminatory treatment in promotion decisions shall be pursued under the procedures set forth in this document rather than under the Ball State University "Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process."

2.7 In all cases, the appellant has the burden of proving their allegations.

2.8 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.

2.81 The academic dean will assist the chairperson of the hearing panel in arranging the hearing at the collegiate level.

2.9 A formal hearing will take place.

2.91 Timing. The College Committee 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 Committee may, with good cause, extend the thirty-day deadline.

2.92 Membership of the hearing panel. The College Non-Tenure Line Promotion Committee may serve as the hearing panel, or it may establish a separate hearing panel. The hearing panel shall consist of not fewer than five (5) faculty members, at least two (2) of whom must also be members of the Non-Tenure
Line Promotion Committee establishing the panel. The chairperson of the College Non-Tenure Line Promotion Committee, or their designee, will serve as chairperson of the hearing panel.

2.921 If the appellant is a minority, at least one (1) member of the hearing panel shall be a minority. Also, at least one (1) member of the hearing panel shall be of the same gender as the appellant. If the College Non-Tenure Line Promotion Committee serves as the hearing panel, the Committee may (to meet the requirements of this paragraph) be required to add to the Committee faculty member(s) from within the college who shall participate fully in the appeal hearing. If the addition of faculty member(s) is required, the faculty member(s) selected must be approved by the dean. This paragraph shall not apply (a) if the college has no minority faculty members or faculty members of the required gender who are eligible to serve on the hearing panel, or (b) if all of the eligible minority faculty members or faculty members of the required gender either decline to serve or are disqualified from serving on the hearing panel due to their unavailability, conflict of interest, personal bias or other good and sufficient reason as determined by the College Non-Tenure Line Promotion Committee chairperson. For the purposes of this paragraph, "minority" refers to an individual who is a member of a minority classification recognized by the U.S. Equal Employment Opportunity Commission.

2.922 When an appeal is filed which alleges that a decision was the result of illegal discrimination, two (2) of the members of the hearing panel shall be appointed from among the full-time faculty and professional personnel serving on the Complaint Appeals Board of the Ball State University "Equal Opportunity and Affirmative Action Appeal Procedures." The appellant shall choose one (1) of such panelists and the responding party shall choose the other such panelist. If either the appellant or the responding party fails to make a selection, the University's Director of Equal Opportunity and Affirmative Action shall make that party's selection. The University's Director of Equal Opportunity and Affirmative Action, or their designee, shall serve in an advisory capacity to the hearing panel.

2.923 No one may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same academic department or administrative area as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the committee chairperson.

2.10 Parties. Parties participating in the hearing are (a) the appellant; and (b) the department chairperson and the Department Non-Tenure Line Promotion Committee chairperson, who together shall serve as the responding party (unless the chairperson of the College Non-Tenure Line Promotion Committee appoints a different individual or individuals to serve as the responding party).

2.11 Notice of hearing. The parties shall be given at least ten (10) days notice of the date, time, and place of the hearing, unless they waive that notice in writing. The hearing may be postponed or continued by the chairperson of the hearing panel whenever they may deem appropriate, or upon the request of either party for good cause shown.

2.12 Materials used in hearing. The parties must furnish the chairperson of the hearing panel with the following materials at least five (5) working days prior to the date of the hearings:
2.121 Copies of all documents upon which they intend to rely but which are not already a part of the appeal file;

2.122 A list of any witnesses whom they plan to call. Copies of these materials must be distributed to all participants by the chairperson of the hearing panel at least three (3) working days prior to the date of the hearing. Additional materials and/or witnesses may not be utilized by either party at a hearing without the consent of the hearing panel.

2.13 Attendants at hearing. In addition to the hearing panel and the previously specified parties, the following persons may attend a hearing.

2.131 A full-time Ball State faculty or professional personnel member to serve as faculty colleague for the appellant.

2.132 Representative of the academic dean's office.

2.133 Other University-affiliated persons whose attendance is requested or approved by the chairperson of the hearing panel.

2.134 Any person designated by the chairperson of the hearing panel to record and to prepare a summary of the evidence presented at the hearing.

2.135 Witnesses called by either party. Such witnesses shall be present only while they are testifying.

2.136 A recording secretary designated by the appellant, if they desire. This person must be a full-time Ball State faculty, professional personnel, or staff member.

Failure, without good cause, of the appellant or the responding party to appear and proceed at the hearing may force the hearing panel to hear and respond to the appeal in the absence of the appellant or the responding party.

2.14 Quorum and challenges. A majority of the members of a hearing panel shall constitute a quorum. Either party may challenge a panel member on the grounds of personal bias. The decision whether to disqualify a challenged member shall be made by a majority vote of the remaining members, conducted by written ballot. If this vote results in a tie, the decision shall be made by the chairperson of the hearing panel.

2.15 Conduct of hearings. Hearings shall be conducted with a view toward providing the hearing panel with a complete understanding of the circumstances surrounding the decision which is being appealed. The chairperson of the hearing panel shall preside at the hearing and shall make all procedural rulings. These rulings may be reversed by a majority vote of the panel members present, including the chairperson.

2.16 Witnesses. Each party is responsible for ensuring the presence of his or her witnesses at a hearing. Written statements in lieu of the personal testimony of a witness shall not be permitted unless a majority of the panel members determines that a witness is unavailable to testify. All witnesses who testify may be questioned concerning any matter relevant to the hearing by any member of the hearing panel.

2.17 Hearing records. The hearing panel must arrange for minutes of the hearing to be taken. These minutes shall include a general summary of the major points made by the parties and participants at the hearing, any motions made or votes taken by the hearing panel. Copies of approved minutes shall be made available upon request to the appellant and/or respondent within twenty (20) calendar days of the conclusion of the hearing. Further use of these minutes by either party is
restricted to appeals at higher levels of the procedures outlined here or in external legal proceedings. Recordings or tapes of a hearing shall not be permitted.

2.18 Decision by the hearing panel. After the conclusion of the hearing, the hearing panel shall meet to consider the evidence presented at the hearing, or evidence already presented in the hearing file. At this time, the hearing panel may request an interview with the academic dean, or the academic dean may request an interview with the hearing panel. The hearing panel must determine whether the appeal should be upheld or denied, and it must set forth in writing a brief summary of the reasons for its decision. Copies of that decision are to be addressed to the academic dean and must be provided to all participants in the appeal within twenty (20) calendar days of the conclusion of the hearing.

2.181 The decision of the hearing panel shall be deemed to be the decision of the College Non-Tenure Line Promotion Committee, without further action on the part of the committee.

2.1811 When a hearing panel votes to uphold an appeal, then it must specify a remedy for the situation or specify a recommended course of action to the appropriate parties (for example, a rehearing of a case by a previous committee or administrator or a of an appellant). If the responding party does not agree with this recommendation, that party may appeal to the University Non-Tenure Line Promotion Committee.

2.1812 When a hearing panel votes to deny an appeal, then the appellant has the right to appeal this decision to the University Non-Tenure Line Promotion Committee.

2.19 If an appellant or respondent wishes to appeal the decision of a collegiate hearing panel, either may request a hearing before the University Non-Tenure Line Promotion Committee. The request must be made within ten (10) calendar days following receipt by the appealing party of the collegiate hearing panel's decision and must be filed in the Office of the Provost and Vice President for Academic Affairs. See "Bases for Request for Appeal" VIII, 2., for information on the bases of appeal and what should be included in the request for a hearing. Any request not filed within this time limit shall be denied automatically unless the Provost and Vice President for Academic Affairs determines that good cause has existed for the delay.

2.20 The Provost and Vice President for Academic Affairs is responsible for preparing an appeal file that shall consist of (a) the formal request for hearing and any other materials submitted by the appellant; (b) the responses and any other materials submitted by the Department Committee and/or Dean. The appeal file shall be forwarded to the chairperson of the hearing panel who shall make certain that it is made available to all parties to the hearing.

2.201 The Provost and Vice President for Academic Affairs designee shall assist the chairperson of the hearing panel in arranging the hearing at the University level.

2.21 A formal hearing will take place.

2.211 Timing. The University Non-Tenure Line Promotion Committee must hold the hearing within thirty (30) calendar days of its receipt of the request for hearing. Days outside the regular academic year shall not be counted in the thirty-day computation. The chairperson of the University Committee may, with good cause, extend the thirty-day deadline.

2.212 Membership of the hearing panel. The University Non-Tenure Line Promotion Committee may serve as the hearing panel, or it may establish a separate hearing panel. The hearing panel shall consist of not fewer than five (5) faculty members, at least two (2) of whom must also be members of the Non-Tenure Line Promotion Committee establishing the panel.
The chairperson of the University Non-Tenure Line Promotion Committee, or his or her designee, shall serve as chairperson of the hearing panel.

2.2121 When an appeal is filed which alleges that a decision was the result of illegal discrimination, two (2) of the members of the hearing panel shall be appointed from among the full-time faculty and professional personnel then serving on the Complaint Appeals Board of the Ball State University "Equal Opportunity and Affirmative Action Appeal Procedures." The appellant shall choose one (1) of such panelists and the responding party shall choose the other such panelist. If either the appellant or the responding party fails to make a selection, the University's Director of Equal Opportunity and Affirmative Action, shall make that party's selection. The University's Director of Equal Opportunity and Affirmative Action, or his or her designee, shall serve in an advisory capacity to the hearing panel.

2.2122 No one may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same academic department or administrative area as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the committee chairperson.

2.2123 If the appellant is a minority, at least one (1) member of the hearing panel shall be minority. Also, at least one (1) member of the hearing panel shall be of the same gender as the appellant. If the University Non-Tenure Line Promotion Committee serves as the hearing panel, the Committee may (to meet the requirements of this paragraph) be required to add to the Committee faculty member(s) who shall participate fully in the appeal hearing. If the addition of faculty member(s) is required, the faculty member(s) selected must be approved by the University Non-Tenure Line Promotion Committee chairperson. For the purposes of this paragraph, "minority" refers to an individual who is a member of a minority classification recognized by the U.S. Equal Employment Opportunity Commission.

2.22 Parties. The parties participating in the hearing are (a) the appellant; and (b) the administrator and the chairperson of the Non-Tenure Line Promotion Committee at the level of the initial adverse recommendation; and (c) if applicable, the dean and the chairperson of the College Non-Tenure Line Promotion Committee.

2.23 Notice of hearing. The parties shall be given at least ten (10) calendar days notice of the date, time, and place of the hearing, unless they waive that notice in writing. The hearing may be postponed or continued by the chairperson of the hearing panel whenever they may deem appropriate, or upon request of either party for good cause shown.

2.24 Materials used in hearing. The parties must furnish the chairperson of the hearing panel with the following materials at least five (5) working days prior to the date of the hearings:

2.241 Copies of all documents, including records of the college hearing, upon which they intend to rely but which are not already a part of the appeal file;

2.242 A list of any witnesses whom they plan to call. Copies of these materials must be distributed to all participants by the chairperson of the hearing panel at least three (3) working days prior to the date of the hearing. Additional materials and/or witnesses may not be utilized by either party at a hearing without the consent of the hearing panel.
2.25 Attendants at hearing. In addition to the hearing panel and the previously specified parties, the following persons may attend a hearing.

2.251 A full-time regular Ball State faculty or professional personnel member to serve as faculty colleague for the appellant.

2.252 Representative of the Provost and Vice President for Academic Affairs' Office.

2.253 Other University-affiliated persons whose attendance is requested or approved by the chairperson of the hearing panel.

2.254 Any person designated by the chairperson of the hearing panel to record and to prepare a summary of the evidence presented at the hearing.

2.255 Witnesses called by either party. Such witnesses shall be present only while they are testifying.

2.256 A recording secretary can be designated by the appellant, if they desire. This person must be a full-time Ball State faculty, professional personnel, or staff member.

Failure, without good cause, of the appellant or the responding party to appear and proceed at the hearing may force the hearing panel to hear and respond to the appeal in the absence of the appellant or the responding party.

2.26 Quorum and challenges. A majority of the members of a hearing panel shall constitute a quorum. Either party may challenge a panel member on the grounds of personal bias. The decision whether to disqualify a challenged member shall be made by a majority vote of the remaining members, conducted by written ballot. If this vote results in a tie, the decision shall be made by the chairperson of the hearing panel.

2.27 Conduct of hearings. Hearings shall be conducted with a view towards providing the hearing panel with a complete understanding of the circumstances surrounding the decision which is being appealed. The chairperson of the hearing panel shall preside at the hearing and shall make all procedural rulings. These rulings may be reversed by a majority vote of the panel members, including the chairperson, present.

2.28 Witnesses. Each party is responsible for ensuring the presence of his or her witnesses at a hearing. Written statements in lieu of the personal testimony of a witness shall not be permitted unless a majority of the panel members determines that a witness is unavailable to testify. All witnesses who testify may be questioned concerning any matter relevant to the hearing by any member of the hearing panel.

2.29 Hearing records. The hearing panel must arrange for minutes of the hearing to be taken. These minutes shall include a general summary of the major points made by the parties and participants at the hearing, any motions made or votes taken by the hearing panel. Copies of approved minutes shall be made available upon request to the appellant and/or respondent within twenty (20) calendar days of the conclusion of the hearing. Further use of these minutes by either party is restricted to appeals at higher levels of the procedures outlined here or in external legal proceedings. Recordings or tapes of a hearing shall not be permitted.

2.30 Decision by the hearing panel. After the conclusion of the hearing, the hearing panel shall meet to consider the evidence presented at the hearing, or evidence already presented in the hearing file. The hearing panel must determine whether the appeal should be upheld or denied, and it must set forth in writing a brief summary of the reasons for its decision. Copies of that decision are to be addressed to the Provost and Vice President for Academic Affairs, and must be provided to all participants in the appeal within twenty (20) calendar days of the conclusion of the hearing.

2.301 The decision of the hearing panel shall be deemed to be the decision of the University
Non-Tenure Line Promotion Committee, without further action on the part of the committee.

2.3011 When a hearing panel votes to uphold an appeal, then it must specify a remedy for the situation, or specify a recommended course of action to the appropriate parties (for example, a rehearing of a case by a previous committee or administrator or a recommendation for or against promotion of an appellant). If the responding party does not agree with this recommendation, that party may appeal to the Provost and Vice President for Academic Affairs.

2.3012 When a hearing panel votes to deny an appeal, then the appellant has the right to appeal this decision to the Provost and Vice President for Academic Affairs.

2.31 If either the appellant or the respondent is not satisfied with the response of the University hearing panel, then either may request a conference with the Provost and Vice President for Academic Affairs. This request must be made within ten (10) calendar days following the requesting party's receipt of the University hearing panel's decision. Any appeal not filed within this time limit will be denied automatically unless the Provost and Vice President for Academic Affairs determines that good cause has existed for the delay. The Provost and Vice President for Academic Affairs must confer with the parties and then reply in writing to any bases for appeal set forth by the party requesting the conference, and must furnish a copy of this statement to the appellant and the responding parties within thirty (30) calendar days of receipt of the request for the conference. The Provost and Vice President for Academic Affairs may, with good cause, extend the thirty (30) day deadline.

2.32 The decision of the Provost and Vice President for Academic Affairs is final.

3. Appeals Which Begin at the College Level

3.1 If the initial adverse recommendation has been made by the College Non-Tenure Line Promotion Committee or academic dean, then the appellant may request a hearing before the University Non-Tenure Line Promotion Committee.

3.2 The procedures outlined above in 2.19-2.32 shall then be in effect.

4. Appeals Which Begin at the Provost and Vice President for Academic Affairs Level

4.1 When the initial adverse recommendation has been made by the Provost and Vice President for Academic Affairs, then the appeal must be made to the President.

4.2 The request for appeal must be made in writing within ten (10) calendar days following the appellant's receipt of written notice of the adverse decision on the part of the Provost and Vice President for Academic Affairs. Any appeal not filed within this limit will be denied automatically unless the President determines that good cause has existed for the delay. The President must confer with the parties and then reply in writing to any bases for appeal set forth by the appellant, and must furnish a copy of this statement to the appellant and the responding parties within thirty (30) calendar days of receipt of appeal. The President may, with good cause, extend the thirty (30) day deadline.

4.3 The decision of the President is final.
APPENDIX A

BALL STATE UNIVERSITY
COLLEGE OF FINE ARTS
VITA FORM

(For Promotion):

STATEMENT OF PROFESSIONAL ACTIVITIES SUBMITTED IN CONSIDERATION
FOR PROMOTION TO THE RANK OF ________________

(List all information in reverse chronological order, i.e., most recent first.)

1. Name, current rank, department or school

2. Education
   2.1 Degree(s), date(s), school(s), major(s), minor(s)
   2.2 Non-degree study

3. Curriculum vitae [summary of employment history]

4. Teaching, Curriculum Development, Administrative History
   4.1 Teaching responsibilities (peer and student evaluations--subdivided into objective
       [cafeteria form] and subjective [letters, anecdotal, etc.]--on file)
       4.11 Credit classes (List each course and indicate the number of quarters or
           semesters each has been taught.)
       4.12 Master's theses (chair responsibilities marked with *)
       4.13 Doctoral committees (chair responsibilities marked with *)
       4.14 Honors, awards, and special recognitions for teaching
       4.15 Other
   4.2 Program, Curriculum, Course Development
   4.3 Administration

5. Research, scholarly productivity, creative endeavors (Where applicable, indicate if juried or
   refereed, local or state or regional or national or international, invited or competitive, honorarium
   paid.)
   5.1 Publications
   5.2 Papers read, lectures
   5.3 Unpublished (or unpublishable) creative works within the discipline, e.g., contracted
       professional work, compositions, sculptures, paintings, historical editions, etc.
   5.4 Concerts, recitals, readings, shows, major purchases of work by collectors or galleries,
       etc., of a public nature
5.5 Conducting, directing, coaching, special preparation of students for competitions, etc. (Applicants must use their own judgment to determine whether this information is best placed here or in Teaching, Section 4.)

5.6 Funded grants

5.7 Work in progress
   5.71 Contracted publications in progress
   5.72 Lectures in progress
   5.73 Creative endeavors in progress
   5.74 Directing, coaching in progress
   5.75 Grants pending

5.3 Consulting

5.9 Professional growth
   5.91 Attendance at professional meetings (program participation indicated by *)
   5.92 Study

5.10 Honors, awards, and special recognitions

6. Professional service
   6.1 Institutional service

   6.2 Professional service outside the university
      6.21 Local
      6.22 Regional
      6.23 National
      6.24 International

   6.3 Honors, awards for professional service

   6.4 Advising and other student support activities

   6.5 Professional memberships
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III. PROFESSIONAL GROWTH

A. Has the candidate sustained and demonstrated professional growth throughout his/her professional career?
B. Does the candidate demonstrate through documentation that there is reasonable expectation for continued growth?

IV. ON THE BASIS OF THE DOCUMENTATION FOR THIS CANDIDATE:

_____ Promotable at this time
_____ Not promotable at this time
I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)

Master’s degree in specialty or ____
Evidence of extraordinary experience/expertise as approved by Provost in letter of appointment _____

II. QUALITY OF WORK (See stipulations in departmental/school documents.)

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| B. Scholarly work/creative endeavors|     |      |
| 1. Publications                     | O   | O    |
| 2. Performances                     | O   | O    |
| 3. Creative productivity            | O   | O    |
| 4. Dramatic or musical productivity | O  | O    |
| 5. Other                            | O   | O    |

| C. Service of a professional nature |     |      |
| 1. Department                       | O   | O    |
| 2. College                          | O   | O    |
| 3. University                       | O   | O    |
| 4. Artistic discipline              | O   | O    |
| 5. Non-university community         | O   | O    |

III. PROFESSIONAL GROWTH

| A. Has the candidate sustained and demonstrated professional growth throughout his/her professional career? |
| B. Does the candidate demonstrate through documentation that there is reasonable expectation for continued growth? |

IV. ON THE BASIS OF THE DOCUMENTATION FOR THIS CANDIDATE:

Promotable at this time
Not promotable at this time
APPENDIX B

COLLEGE OF FINE ARTS
PROMOTION WORKSHEET: RANK OF TEACHING PROFESSOR

Candidate: __________________________________________________

I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)
Master’s degree in specialty or _____

Evidence of extraordinary experience/expertise as approved by Provost in letter of appointment _____

II. QUALITY OF WORK (See stipulations in departmental/school documents.)

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<td>4. Other</td>
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</table>

B. Scholarly work/creative endeavors

| 1. Publications | O   | O    | O   | O | O |
| 2. Performances | O   | O    | O   | O | O |
| 3. Creative productivity | O   | O    | O   | O | O |
| 4. Dramatic or musical productivity | O   | O    | O   | O | O |
| 5. Other | O   | O    | O   | O | O |

C. Service of a professional nature

| 1. Department | O   | O    | O   | O | O |
| 2. College | O   | O    | O   | O | O |
| 3. University | O   | O    | O   | O | O |
| 4. Artistic discipline | O   | O    | O   | O | O |
| 5. Non-university community | O   | O    | O   | O | O |

III. PROFESSIONAL GROWTH

A. Has the candidate sustained and demonstrated professional growth throughout his/her professional career?

B. Does the candidate demonstrate through documentation that there is reasonable expectation for continued growth?

IV. ON THE BASIS OF THE DOCUMENTATION FOR THIS CANDIDATE:

_____ Promotable at this time
_____ Not promotable at this time