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**COLLEGE OF FINE ARTS  
PROMOTION AND TENURE DOCUMENT**

Effective 2023-2024

**PROMOTION AND TENURE DOCUMENT  
COLLEGE OF FINE ARTS**

TABLE OF CONTENTS

Preamble.....	3
I. Guidelines for Promotion and Tenure .....	3
II. Definitions.....	3
III. Committee Structure and Function	
1. Membership .....	4-5
2. Elections.....	5
3. Responsibilities .....	5-7
IV Policy Statements	
1. Policy Statements for Tenure .....	7-11
2. Policy Statements for Promotion .....	11-12
3. Materials .....	12-13
V. Academic Rank .....	13-14
VI. Procedures for Promotion and Tenure	
1. Procedures for Promotion .....	15-16
2. Procedures for Tenure.....	16-17
3. Policy for Evaluation of Scholarship .....	17-18
VII. Right of Reconsideration.....	18-20
VIII. Right of Appeal .....	20-27
Appendix A .....	29-30
CFA Vita Form – pages 29-30	
Appendix B.....	31-34
CFA Promotion Worksheet: Rank of Assistant Professor – page 31	
CFA Promotion Worksheet: Rank of Associate Professor – page 32	
CFA Promotion Worksheet: Rank of Professor – page 34	
CFA Tenure Worksheets – page 34	

## **College of Fine Arts Promotion and Tenure Document**

### **Preamble**

All parties involved are encouraged to familiarize themselves with the rights, responsibilities, and procedures that are outlined in the university, college, and department promotion and tenure documents. In cases where questions arise, these two documents take precedence over the department document.

### **I. Guidelines for Promotion and Tenure**

1. *The evaluation of a faculty member's eligibility for promotion or tenure shall be conducted in light of the University Mission Statement 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 Professor and the tenure decision will be 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 without penalty.*
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. *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.*

*(The above italicized material is referenced in Faculty and Professional Personnel Handbook, University Promotion and Tenure Document.)*

### **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 re-examined. Reconsideration provides an opportunity for the candidate to clarify content of materials. A decision in favor of the candidate 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.
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* is a means to certain ends; specifically: (1) freedom of teaching and research, and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. (Faculty Handbook, Appointment, Academic Freedom, and Tenure 2.3). Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.
8. *Tenure-track* faculty are those who are currently in the seven-year probationary tenure period.
9. *Tenured* faculty are those faculty members 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 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.
  - 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.*

*(The above italicized material is referenced in the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document)*

### **III. Committee Structure and Function**

1. Membership of the College of Fine Arts Promotion and Tenure 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 by each unit for staggered two-year terms.
  - 1.2 *The college committee shall consist of tenured faculty only.*
  - 1.3 One non-voting liaison member from the current University Promotion and Tenure Committee.

- 1.4 The Dean of the College of Fine Arts as a non-voting ex-officio member. Should the Dean request it, the Associate Dean of the College of Fine Arts may also serve as a non-voting ex-officio member of the committee.
- 1.5 Representatives to the College Promotion and Tenure Committee may not serve as members of the Department/School Promotion and Tenure Committees.
- 1.6 *In the event a member of the College Promotion and Tenure Committee must resign their position, or is unable to complete their duties because of a medical issue or conflict of interest, 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 Promotion and Tenure 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 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 Promotion and Tenure Committee who is related by family or by marriage or is a former spouse of a faculty member being evaluated for promotion and/or tenure.*

*(The above italicized material is referenced in the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document.)*

- 2. Elections shall be conducted using the following rules:
  - 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 *tenured* faculty.
  - 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 the conclusion of which may last beyond the end of the semester in question.
  - 2.6 In the spring semester, the outgoing chair shall convene the newly elected committee for the purposes of electing committee officers. A quorum of the newly elected committee must be present for this election.
    - 2.6.1 Nominations for new committee chair will be entertained from the newly elected committee as well as the outgoing committee chair (if the previous chair will no longer be serving on the committee).
    - 2.6.2 The committee chair will be confirmed by a majority vote by the committee. All votes shall be anonymous.

2.6.3 Nomination and confirmation of committee secretary will be conducted using the same process.

3. Responsibilities of the College Promotion and Tenure Committee are as follows:

3.1 The College Promotion and Tenure Committee shall deliberate as follows:

3.1.1 A quorum shall be a simple majority except at meetings involving evaluation of credentials seeking promotion or tenure. At promotion and tenure committee meetings where candidate decisions are made, all committee members (or their alternates) must be present. A quorum for these meetings therefore means a committee of the whole.

3.1.2 Deliberations and recommendations on *tenure and/or promotion applications* shall be accomplished name-by-name and department/school-by-department/school.

3.1.3 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.

3.1.4 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.

3.1.4.1 Promotion to the rank of Associate Professor associated with the awarding of tenure does not require a separate motion and vote.

3.1.5 All motions shall be in the affirmative.

3.1.6. All votes shall be anonymous.

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

3.1.8 The committee shall meet to review the above letters (3.1.7) written to each candidate regarding promotion and progress toward tenure.

3.2 *The college committee shall establish and implement collegiate promotion and tenure policies and procedures and implement those of the University; collegiate policies and procedures must not conflict with those of the University.*

3.3 *The committee shall make recommendations for policy changes to the university Committee.*

3.4 *The committee shall review departmental compliance with policy implementation.*

3.5 *The College Committee shall review and evaluate the credentials of all collegiate tenure-track persons in the fourth year and forward those credentials, with recommendations, to the dean; the credentials of any candidate who is appealing an adverse decision from a*

*departmental committee shall not be forwarded to the college committee until the appeal process has been completed.*

- 3.6 All credentials for tenure review and/or promotion will be received in the Dean's office from each academic unit by the third Monday of November for College Promotion and Tenure Committee review. The College Promotion and Tenure Committee shall review and evaluate the credentials of a college tenure track person in the 4<sup>th</sup> and 7<sup>th</sup> years and all requests for promotion presented separate from tenure review. After deliberation as outlined in section 3.1 above, the committee will 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 toward tenure, the college committee must review all relevant material, including any rebuttal letters from the candidate regarding said decisions about tenure. 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 tenure recommendations.
- 3.7 *The college committee shall hear appeals from individuals who feel aggrieved by the action of the department committee, and/or the department chairperson/director.*
- 3.8 *Minutes of all committee actions must be maintained on file in the Dean's office.*
  - 3.8.1 Minutes shall be distributed at each meeting, and after approval, returned to the secretary before the close of the meeting.
  - 3.8.2 Minutes of all committee actions must be maintained by the dean's office in a secure and confidential manner.

*(The italicized material is from the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document.)*

#### **IV. Policy Statements**

##### **1. Tenure Review:**

*1.1 Faculty shall be evaluated in the light of the University Mission Statement*

*1.2 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.*

1.3 A tenure recommendation will be made by the department, academic Dean, and the Provost and Executive Vice President for Academic Affairs in the seventh year of a faculty member's probationary period. That recommendation will be either a recommendation to grant tenure at the end of that academic year or a recommendation to terminate the faculty member at the end of the following academic year.

*1.4 Policies and criteria related to recommended tenure shall be clear, specific, and familiar to all personnel.*

*1.5. Policies and criteria for tenure shall be subject to annual evaluation and review and to periodic revision.*

*1.6 The departmental and collegiate policies and criteria for tenure must be approved by the University Promotion and Tenure Committee and must be on file with the University Promotion and Tenure Committee and the Office of the Provost and Executive Vice President for Academic Affairs.*

*1.7 A faculty member must complete at least one semester of full-time service during any academic year in order to receive a full year's credit for purposes of tenure consideration.*

1.8 Tenure for those who hold academic rank is earned in an academic department and held in the University.

*1.8.1 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 must be recommended by an academic department chairperson in conjunction with the Department/School Promotion and Tenure Committee, approved by the Dean of the College of Fine Arts, 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/School Promotion and Tenure Committee, approved by the Dean of the College of Fine Arts, and subsequently approved by appropriate schools, colleges, administrators, and the Board of Trustees.*

1.9 *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 continuous activity.*

1.10 *When a faculty member is employed in a tenure-track position, a probationary period of seven years is ordinarily required before tenure/promotion 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 may, in addition to the normal probationary period, be required to complete an additional probationary period not to exceed two years. The length of the extension time must be established and stated in writing at the time of the new appointment.*

*1.10.1 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:*

*1.10.1.1 Birth or adoption of a child*

*1.10.1.2 The faculty member is seriously ill;*

*1.10.1.3 The faculty member is the principal care-giver for a dependent who is seriously ill or incapacitated;*

*1.10.1.4 The faculty member is the principal care-giver for a family member who is seriously ill;*

*1.10.1.5 The faculty member will be on leave for at least one semester of the academic year.*



- 1.10.1.6 *Widespread health crisis or natural disaster that affects a faculty member's progress towards tenure.*
- 1.10.2 *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 a tenure-creditable year (stopped clock) shall be made to the department chairperson/director by no later than September 15th. The request shall include documentation of the circumstances involved. The request requires approval of the department chairperson/director, the appropriate Dean, and the Provost and Executive Vice President for Academic Affairs.*
- 1.11.2 *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 the approval from the department chairperson, academic Dean, and the Provost and Executive Vice President for Academic Affairs. The Board of Trustees may grant tenure in special cases to an individual who holds academic rank without any probationary period, or with a probationary period of fewer than three years, if all of the following conditions are fulfilled:*
- 1.11.2.1 *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 Executive Vice President for Academic Affairs, and the President.*
- 1.11.2.2 *The Board concurs with the recommendation that the individual possesses superior academic and/or creative qualifications;*
- 1.11.2.3 *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 the individual's employment with the University; and*
- 1.12 *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/promotion recommendation, the faculty member must meet these employment conditions unless the faculty member is released therefrom, in whole or in part, by means of a written departmental recommendation that is approved by the academic Dean, the Provost and Executive Vice President for Academic Affairs, and the President. A faculty member must complete at least one semester of full-time service during any academic year in order to receive a full year's credit for purposes of tenure consideration*
- 1.13 *No later than February 15 of each academic year, each department will send a letter to the Provost and Executive Vice President for Academic Affairs, via the academic Dean, and the chairperson, setting forth the status of each tenure-track faculty member with respect to the faculty member's fulfillment of the conditions of appointments and any matters pertaining to the quality of the faculty member's performance. This letter will contain the recommendations of the department chairperson and the academic Dean.*

1.13.1 *Before the end of each academic year prior to year seven the Provost and Executive Vice President for Academic Affairs will notify each tenure-track faculty member in writing as to the University's official assessment of the faculty member's status with regard to progress toward tenure. The contents of the letter will reflect:*

1.13.1.1 *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*

1.13.1.2 *The University's assessment of the individual's performance and progress toward tenure.*

1.13.1.3 *In years one through six, three decisions are possible: Satisfactory progress, unsatisfactory progress, or termination.*

*If the members of a P&T committee 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 Executive Vice President for Academic Affairs at least two weeks in advance of the final date set forth 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.*

1.13.1.4 *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:*

1.13.1.4.1 *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.*

1.13.1.4.2 *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 terminations; or*

1.13.1.4.3 *At least twelve months before the expiration of an appointment after two or more years in the institution for giving written, notice of non-reappointment or of intention not to recommend reappointment to the Board of Trustees. The letter must contain the recommendations of the academic Dean.*

1.14 *Tenure and promotion to Associate Professor will be aligned.*

1.14.1 *The tenure and promotion to Associate Professor decision will be made in the seventh year.*

1.14.2 *The recommendation will be to grant tenure and promotion to Associate Professor at the end of the academic year or a recommendation to terminate the faculty member at the end of the following academic year.*

- 1.14.3 *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 academic year. If not approved, the faculty member will continue in the tenure and promotion process.*
- 1.14.4 *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 tied to the tenure process.*
- 1.15 *The following are necessary prerequisites in order to be eligible for tenure:*
- 1.15.1 *The faculty member must have satisfied any specific conditions of employment set forth in the faculty member's letter of appointment;*
- 1.15.2 *The faculty member must have received a positive tenure recommendation from the faculty member's academic department; and*
- 1.15.3 *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.*
- 1.15.4 *The faculty member meets qualifications to be promoted to Associate Professor.*
- 1.16 *Tenure/promotion 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 Executive Vice President for Academic Affairs, and the President, but the Board will not be bound to follow any of said recommendations.*
- 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 status.*
- 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 area to another.*
- 1.20 *Before the end of the academic year, the Departmental Promotion and Tenure Committee, after consultation with the department chairperson/director, shall provide each tenure-track faculty member with a written assessment of that faculty's work. This assessment shall include an evaluation of strengths and weakness 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.*

At any other step in the tenure process, the first committee or individual (department chairperson/director if their recommendation is different from the Department/School Promotion and Tenure Committee; the College of Fine Arts Promotion and Tenure Committee; the Dean of the College of Fine Arts; the Provost and Executive Vice President for Academic Affairs) not recommending satisfactory progress for a faculty member shall provide that member with a written statement in the form of a letter indicating the negative decision and delineating candidate 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

*(The above italicized material is referenced in the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document)*

2. Promotion Review

- 2.1 *Faculty personnel shall be evaluated in the light of the University Mission Statement.*
- 2.2 *Any department faculty member has the right to present themselves to the Department Promotion and Tenure Committee for consideration for 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.*
- 2.3 *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.*
- 2.4 *Policies and criteria related to recommending promotions shall be clear, specific, and familiar to all personnel.*
- 2.5 *Policies and criteria for promotions shall be subject to annual evaluation and review and to periodic revision.*
- 2.6 *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.*
- 2.7 *Work accomplished before hiring at Ball State, as well as work accomplish 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.*
- 2.8 *The departmental and collegiate policies and criteria for promotions must be approved by the University Promotion and Tenure Committee and must be on file with the University Promotion and Tenure Committee and the office of the Provost and Executive Vice President for Academic Affairs.*
- 2.9 *At any step in the promotion process (Department Promotion and Tenure Committee; department chairperson/director; Provost and Executive 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 the faculty member's strengths and weaknesses in each area: 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement.*
- 2.10 *Vote counts shall accompany any final recommendations.*

*(The above italicized material is referenced in the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document.)*

3. Policy Statements for Materials to be presented for Promotion and Tenure Purposes:

- 3.1 *Materials shall be presented to the Department/School Promotion and Tenure 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 and/or tenure. 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 and/or tenure. Materials shall be placed in the file by the department chairperson/director of school either at the chair's own discretion or at the request of the candidate.

When any information relevant to promotion or receipt of tenure of an individual is to be placed in the file, it shall be brought to the faculty member's attention in writing at once by the faculty member's administrative head. The faculty member shall have the opportunity to place in the file materials which might rebut or explain any information which the faculty member considers detrimental. Any material that has not been brought to the attention of the faculty member and/or has not been placed in the file cannot be used in subsequent promotion and tenure deliberations. Anonymous letters shall not be made a part of this file.

This file shall be examined by the Department/School Promotion and Tenure Committees during promotion and tenure deliberations. Materials used by the Department/School Promotion and Tenure Committees as a basis for recommendations shall be made available to the College of Fine Arts Promotion and Tenure Committee, the Dean of the College of Fine Arts, the Provost and Executive Vice President for Academic Affairs, and the President upon request.

### 3.3 Supplemental External Review Letters for Promotion to Professor.

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.

In the case of a candidate seeking promotion to Professor, a minimum of two letters from reviewers external to the University shall be included. Such letters shall provide a supplementary evaluative review of the candidate's scholarship, creative endeavors, and other scholarly productivity. These letters shall be acquired and presented in accordance with departmental/school and college policies and procedures. The candidate shall be fully involved in the selection of reviewers, with one-half of the contacted reviewers being from the candidate's list. Challenges to the list of reviewers will be handled according to departmental/school and college policies. All letters received from external reviewers will be available to reviewers in the promotion review process.

The College will uphold the department and school policies and procedures specific to Supplemental External Review Letters. These external letters are meant to be review of scholarship.

(See Promotion and Tenure documents: School of Art, Appendix I; School of Music, Section VI, 2.3; Department of Theatre and Dance, Section V, 1.33.)

*External review letters shall be inserted and retained in the candidate's Promotion and Tenure file for use by departmental/school, collegiate, and, in the case of an appeal, University Promotion and Tenure Committees, and by the Provost in promotion deliberations for the current year. The candidate has the right to examine all external review letters received. For the examination of the letters by the candidate, anonymity of the external reviewers must be protected in accordance with procedures established by*

*departments/school and college. The candidate has the right to respond to information contained in the letters. At the conclusion of these deliberations, the letters shall be retained in a confidential file in the Office of the Dean. 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.*

*(The above italicized material is referenced in the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document)*

## **V. Academic Rank**

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

Qualifications for each rank are as follows:

### 1.1 Assistant Professor

- 1.1.1 Evidence of quality performance as a teacher or practitioner in the specialty in which the candidate is hired;
- 1.1.2 Evidence of the potential for conducting research, for publishing, for contributing other scholarly products, and/or creative works;
- 1.1.3 Evidence of participation in professional service.

### 1.2 Associate Professor

- 1.2.1 Evidence of a continued pattern of excellent teaching;
- 1.2.2 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;
- 1.2.3 Evidence of high quality contributions in the capacity of professional service.

### 1.3 Professor

- 1.3.1 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;
- 1.3.2 Evidence of a continued pattern of excellent teaching;
- 1.3.3 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.

*(Refer to Section 35.5.)*

- 1.3.4 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 terminal degree in the faculty member's specialty area is usually required for either hiring at or advancement to associate or 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 Executive Vice President for Academic Affairs.

*(The above italicized material is referenced in the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document.)*

## **VI. Procedures for Promotion and Tenure**

### **1. Procedures for Promotion:**

#### **1.1 Faculty personnel – Tenure Track/Tenured**

*1.1.1 Departmental policies and criteria must be approved by the College Promotion and Tenure Committee and the University Promotion and Tenure Committee and shall be on file with the academic Dean and the ex officio member of the University promotion and Tenure Committee.*

*1.1.2 Recommendations for promotion and tenure shall be initiated at the departmental level. 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.*

**1.1.3** 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 Promotion and Tenure Committee's evaluations and recommendations.

*1.1.3.1 If in presenting evaluations, chairperson/school director has serious reservations concerning a faculty member's qualifications, the department chairperson/school director shall inform the Department/School Committee on the bases of the reservations. 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 the department/school director's evaluations and recommendations concerning the faculty member's qualifications.*

**1.1.4** The Dean shall forward credentials to the College Promotion and Tenure 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.

- 1.1.5 *The College Committee shall review and evaluate the credentials of all collegiate tenure-track persons in the fourth year and forward those credentials, with recommendations, to the dean. The credentials of any candidate who is appealing an adverse decision from a departmental committee shall not be forwarded to the college committee until the appeal process has been completed.*
  - 1.1.5.1 *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. All votes shall be anonymous.*
- 1.1.6 The Dean shall forward the recommendations, including their evaluations, to the Provost and Executive Vice President for Academic Affairs. If the recommendations are not acceptable, the Provost and Executive Vice President for Academic Affairs shall consult with the Dean about the differences.
- 1.1.7 *The Provost and Executive Vice President for Academic Affairs, upon reviewing and being satisfied with the recommendations from the academic Dean, shall forward these recommendations to the President.*
- 1.1.8 *Final recommendations in all matters pertaining to promotion reside with the President who forwards these recommendations to the Board of Trustees.*
- 1.1.9 *Specific conditions of appointment stated in writing at the time of the appointment by the President shall be given in writing to the individual, the department, the school director or chairperson, the appropriate Dean, the appropriate Vice President and the President.*
- 1.1.10 *Recommendations for promotion shall be initiated at the departmental level. 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.*

*(The italicized material is referenced in the [Faculty and Professional Personnel Handbook](#), University Promotion and Tenure Document.)*

2. Procedures for Tenure:

2.1 Faculty Personnel—Tenure Track

- 2.1.1 *Departmental policies and criteria must be approved by the College Promotion and Tenure Committee and the University Promotion and Tenure Committee and shall be on file with the academic Dean and the ex officio member of the University Promotion and Tenure Committee.*
- 2.1.2 *Each department shall have a specific evaluation form for rating a faculty member in relation to tenure. This form shall be used when a faculty member is being considered for tenure. This rating form must be kept on file with the chairperson of the department/school director and approved by the College Promotion and Tenure Committee and the University Promotion and Tenure Committee.*



- 2.1.3 *Recommendations concerning tenure shall be initiated at the department/school level. Such recommendations include:*
1. *Satisfactory progress toward tenure*
  2. *Unsatisfactory toward tenure*
  3. *Termination/dismissal*
- 2.1.4 *The recommendations of the Department/School Promotion and Tenure Committee shall be forwarded to the academic Dean. The department Chair may agree or disagree in writing with the department Promotion and Tenure committee's recommendation.*
- 2.1.5 In the seventh year of tenure/promotion consideration, the college committee shall review and evaluate the credentials of all collegiate tenure-track persons and forward those credentials, with recommendations, to the Dean.
- 2.1.5.1 Any recommendation 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. All votes shall be anonymous.
- 2.1.6 The Dean shall forward the recommendations, including the Dean's evaluations, to the Provost and Executive Vice President for Academic Affairs. If the recommendations are not acceptable, the Provost and Executive Vice President for Academic Affairs shall consult with the Dean about the differences.
- 2.1.7 *The Provost and Executive Vice President for Academic Affairs, upon reviewing and being satisfied with the recommendations from the academic Deans, shall forward these recommendations to the President.*
- 2.1.8 *Final recommendations in all matters pertaining to tenure reside with the President who forwards these recommendations to the Board of Trustees.*
- 2.1.9 *Specific conditions of appointment stated in writing at the time of the appointment by the President shall be given in writing to the individual, the department, the school director or chairperson, the appropriate Dean, the appropriate Vice President and the President.*
- 2.1.10 *Recommendations for promotion and tenure shall be initiated at the departmental level. 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.*

*(The italicized material is referenced in the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document.)*

3. 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.

- 3.1 Departments will recognize and reward the four areas of scholarship: discovery, integration, application, and teaching.
- 3.2 Each department or school shall define its own emphases and the appropriateness of each faculty member's scholarly productivity and creative endeavors.
  - 3.2.1 Faculty shall NOT be required to participate in each of the four areas of scholarship.
- 3.3 Each faculty member shall communicate clearly to the chairperson or director the faculty member's goals and accomplishments which contribute to the departmental goals and emphases.
- 3.4 Each faculty member shall communicate clearly to the chairperson or director the appropriateness of the faculty member's 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 *An adverse recommendation can be made at any of several levels: the department Promotion and Tenure Committee, the College Committee, the Dean, or the Provost; nevertheless, the procedures for requesting a reconsideration are essentially the same no matter where an adverse recommendation is made. The candidate may ask for a reconsideration only at the level at which the initial adverse recommendation was made, and the candidate must do that 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.*
  - 1.2.2 *There are two permissible reasons to request reconsideration: 1) the department 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 recorded in the files of the department chairperson (or the College Dean, or*

*the Provost, depending on the level of the reconsideration request) and forwarded to the appropriate Promotion and Tenure Committee.*

- 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 the faculty member so requests. 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 request for reconsideration has been completed.*
- 1.3 If the initial adverse recommendation has been made by the college committee or Dean, then the faculty member may ask for reconsideration at the collegiate level.*
- 1.3.1 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 College Dean or College 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.*
  - 1.3.2 There are two permissible reasons to request reconsideration: 1) the College Committee's or Dean'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 college Dean, and forwarded to the appropriate Promotion and Tenure Committee.*
  - 1.3.3 After receiving a request for reconsideration, the college 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 college committee or Dean must meet with the candidate if the faculty member so requests. 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.*
  - 1.3.4 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. If the decision is to affirm the initial adverse recommendation, the committee 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.*

- 1.3.5 *If the first adverse decision is at the level of the dean, the Dean will inform the candidate of the Dean's 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.*
- 1.3.6 *In cases where the dean makes the initial adverse decision, the candidate's materials for promotion and/or tenure shall be held in the files of the dean where the initial adverse recommendation was made and shall not be forwarded to the Provost until the requests for reconsideration have been completed.*
- 1.4 *If the initial adverse recommendation has been made by the Provost, then the candidate may ask for reconsideration by the Provost.*
- 1.4.1 *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 the candidate her. For example, the Provost advises a faculty member in writing that the Provost is recommending against awarding tenure 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 tenure. 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.*
- 1.4.2 *There are two permissible reasons to request reconsideration: 1) the Provost'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 Provost.*
- 1.4.3 *After receiving a request for reconsideration, the Provost must meet with the candidate if the candidate requests. 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.*
- 1.4.4 *After reconsidering the candidate's materials, if the first adverse decision is at the level of the Provost, the candidate may request reconsideration directly from the Provost. The Provost shall overturn or affirm the previous decision. This decision supersedes the previous decision. The Provost will inform the candidate in writing of their decision following reconsideration.*
- 1.4.5 *The Provost will inform the candidate of the Provost's decision following reconsideration.*
- 1.4.6 *The candidate's materials for promotion and/or tenure 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.*

*(The italicized material is referenced in the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document.)*

## VIII. Right of Appeal

### 1. Appeals from Adverse Decisions

- 1.1 Tenured and tenure track faculty may appeal promotion and tenure 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 the faculty member may appeal to the College Promotion and Tenure 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 Executive Vice President for Academic Affairs determines that good cause has existed for the delay.*
- 2.2 *There are three permissible reasons to request appeal:*
- 2.2.1 *Allegation of violation of approved departmental, collegiate, and/or University policies, including those set forth in the Faculty and Professional Personnel Handbook;*
- 2.2.2 *Allegation of unfair treatment on the part of the decision makers;*
- 2.2.3 *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 the appellant 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 the appellant 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 the appellant 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 the appellant 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 his or her 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 and tenure 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 the allegations being put forward.*
- 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/school director. 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.*
- 2.8.1 *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.*
- 2.9.1 *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.*
- 2.9.2 *Membership of the hearing panel. The members of the College Promotion and Tenure Committee who are in the same unit as the appellant cannot be part of the appeals panel. The remaining four members of the college committee, along with at least one and no more than two tenured faculty members from the units not represented by the appellant will constitute the appeals 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 Promotion and Tenure Committee establishing the panel. The chairperson of the College Promotion and Tenure Committee, or chairperson's designee, will serve as chairperson of the hearing panel.*
- 2.9.2.1 *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 Promotion and Tenure 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 Promotion and Tenure 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.*
- 2.9.2.2 *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 a designee, shall serve in an advisory capacity to the hearing panel.*

*2.9.2.3 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 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 Promotion and Tenure Committee chairperson, who together shall serve as the responding party (unless the chairperson of the College Promotion and Tenure 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 the chairperson 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:*
- 2.12.1 Copies of all documents upon which they intend to rely but which are not already a part of the appeal file;*
- 2.12.2 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.*
- 2.13.1 A tenured or tenure-track faculty member to serve as faculty colleague for the appellant.*
- 2.13.2 Representative of the academic Dean's office.*
- 2.13.3 Other University-affiliated persons whose attendance is requested or approved by the chairperson of the hearing panel.*
- 2.13.4 Any person designated by the chairperson of the hearing panel to record and to prepare a summary of the evidence presented at the hearing.*
- 2.13.5 Witnesses called by either party. Such witnesses shall be present only while they are testifying.*
- 2.13.6 A recording secretary designated by the appellant, should one be desired. 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 their 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.
- 2.18.1 The decision of the hearing panel shall be deemed to be the decision of the College Promotion and Tenure Committee, without further action on the part of the committee.
- 2.18.1.1 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 Promotion and Tenure Committee.
- 2.18.1.2 When a hearing panel votes to deny an appeal, then the appellant has the right to appeal this decision to the University Promotion and Tenure Committee.

### 3. Appeals Which Begin at the College Level

- 3.1 If the initial adverse recommendation has been made by the College Promotion and Tenure Committee or academic dean, then the appellant may request a hearing before the University Promotion and Tenure Committee.
- 3.2 If an appellant or respondent wishes to appeal the decision of a collegiate hearing panel, either



may request a hearing before the University Promotion and Tenure 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.

3.3 The Provost and Executive 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.

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

3.4 A formal hearing will take place.

3.4.1 *Timing.* The University Promotion and Tenure 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.

3.4.2 *Membership of the hearing panel.* The University Promotion and Tenure 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 Promotion and Tenure Committee establishing the panel. The chairperson of the University Promotion and Tenure Committee, or the chairperson's designee, shall serve as chairperson of the hearing panel.

3.4.2.1 *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 the director's designee, shall serve in an advisory capacity to the hearing panel.

3.4.2.2 *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 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.*

3.4.2.3 *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 Promotion and Tenure 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 Promotion and Tenure 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.*

- 3.5 *Parties. The parties participating in the hearing are (a) the appellant; and (b) the administrator and the chairperson of the Promotion and Tenure Committee at the level of the initial adverse recommendation; and (c) if applicable, the Dean and the chairperson of the College Promotion and Tenure Committee.*
- 3.6 *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 the chairperson may deem appropriate, or upon request of either party for good cause shown.*
- 3.7 *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:*
  - 3.7.1 *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;*
  - 3.7.2 *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.*
- 3.8 *Attendants at hearing. In addition to the hearing panel and the previously specified parties, the following persons may attend a hearing.*
  - 3.8.1 *A tenured or tenure track Ball State faculty member to serve as faculty colleague for the appellant.*
  - 3.8.2 *Representative of the Provost and Executive Vice President for Academic Affairs' Office.*
  - 3.8.3 *Other University-affiliated persons whose attendance is requested or approved by the chairperson of the hearing panel.*
  - 3.8.4 *Any person designated by the chairperson of the hearing panel to record and to prepare a summary of the evidence presented at the hearing.*
  - 3.8.5 *Witnesses called by either party. Such witnesses shall be present only while they are testifying.*
  - 3.8.6 *A recording secretary can be designated by the appellant, if so desired. 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.*
- 3.9 *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.*
- 3.10 *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 present, including the chairperson.*

- 3.11 *Witnesses. Each party is responsible for ensuring the presence of their 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.*
  - 3.12 *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.*
  - 3.13 *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 Executive 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.*
    - 3.13.1 *The decision of the hearing panel shall be deemed to be the decision of the University Promotion and Tenure Committee, without further action on the part of the committee.*
      - 3.13.1.1 *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 or tenure of an appellant). If the responding party does not agree with this recommendation, that party may appeal to the Provost and Executive Vice President for Academic Affairs.*
      - 3.13.1.2 *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.*
  - 3.14 *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 Executive 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 Executive Vice President for Academic Affairs determines that good cause has existed for the delay. The Provost and Executive 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 Executive Vice President for Academic Affairs may, with good cause, extend the thirty (30) day deadline.*
  - 3.15 *The decision of the Provost and Executive Vice President for Academic Affairs is final.*
4. *Appeals Which Begin at the Provost and Executive 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.*

Details on the right of appeal are referenced in the Faculty and Professional Personnel Handbook, Handbook, University Promotion and Tenure Document.

**APPENDIX A**  
BALL STATE UNIVERSITY  
COLLEGE OF FINE ARTS  
VITA FORM

(For Tenure and Progress toward Tenure):

STATEMENT OF PROFESSIONAL ACTIVITIES SUBMITTED IN CONSIDERATION  
FOR TENURE OR PROGRESS TOWARD TENURE

(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 and subjective [letters, anecdotal, etc.]--on file)
    - 4.1.1 Credit classes (List each course and indicate the number of quarters or semesters each has been taught.)
    - 4.1.2 Master's theses (chair responsibilities marked with \*)
    - 4.1.3 Doctoral committees (chair responsibilities marked with \*)
    - 4.1.4 Honors, awards, and special recognitions for teaching
    - 4.1.5 Other
  - 4.2 Program, Curriculum, Course Development
  - 4.3 Administration
5. Research, scholarly productivity, creative endeavors (Where applicable or as required, indicate if local, state, regional, national or international, and if an accomplishment is juried or refereed, invited, competitive, and/or honorarium paid. In addition, if required by the unit, describe the activity's relative merit based on its impact, dissemination, and peer review.)
  - 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
  - 5.7.1 Contracted publications in progress
  - 5.7.2 Lectures in progress
  - 5.7.3 Creative endeavors in progress
  - 5.7.4 Directing, coaching in progress
  - 5.7.5 Grants pending
- 5.3 Consulting
- 5.9 Professional growth
  - 5.9.1 Attendance at professional meetings (program participation indicated by \*)
  - 5.9.2 Study
- 5.10 Honors, awards, and special recognitions
- 6. Professional service
  - 6.1 Institutional service
  - 6.2 Professional service outside the university
    - 6.2.1 Local
    - 6.2.2 Regional
    - 6.2.3 National
    - 6.2.4 International
  - 6.3 Honors, awards for professional service
  - 6.4 Advising and other student support activities
  - 6.5 Professional memberships

**APPENDIX B**

COLLEGE OF FINE ARTS  
PROMOTION WORKSHEET: TENURE AND RANK OF ASSOCIATE PROFESSOR

Candidate: \_\_\_\_\_

I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)

Terminal 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.)

A.	Teaching	Low	High	<u>Comments</u>
1.	Student evaluations	O O O	O O	
2.	Peer evaluations	O O O	O O	
3.	Chairperson/Director evaluation(s)	O O O	O O	
4.	Other	O O O	O O	
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 their 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 ASSOCIATE PROFESSOR

Candidate: \_\_\_\_\_

I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)

Terminal 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.)

A. Teaching	Low	High	<u>Comments</u>
1. Student evaluations	O O O	O O	
2. Peer evaluations	O O O	O O	
3. Chairperson/Director evaluation(s)	O O O	O O	
4. Other	O O O	O O	
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 their 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 PROFESSOR

Candidate: \_\_\_\_\_

I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)

Terminal 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.)

A. Teaching	Low	High	<u>Comments</u>
1. Student evaluations	O O O	O O	
2. Peer evaluations	O O O	O O	
3. Chairperson/Director evaluation(s)	O O O	O O	
4. Other	O O O	O O	
<b>B. Scholarly work/creative endeavors</b>			
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	
<b>C. Service of a professional nature</b>			
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	
<b>D. External evaluations</b>	<b>O O O</b>	<b>O O</b>	

III. PROFESSIONAL GROWTH

A. Has the candidate sustained and demonstrated professional growth throughout their 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  
TENURE WORKSHEET

Candidate: \_\_\_\_\_

I. DEGREE AND LEVEL OF ACHIEVEMENT (Candidate must meet one of the following.)

Terminal 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.)

A.	Teaching	Low		High		<u>Comments</u>
1.	Student evaluations	O	O	O	O	
2.	Peer evaluations	O	O	O	O	
3.	Chairperson/Director evaluation(s)	O	O	O	O	
4.	Other	O	O	O	O	
B.	Scholarly work/creative endeavors					
1.	Publications	O	O	O	O	
2.	Performances	O	O	O	O	
3.	Creative productivity	O	O	O	O	
4.	Dramatic or musical productivity	O	O	O	O	
5.	Other	O	O	O	O	
C.	Service of a professional nature					
1.	Department	O	O	O	O	
2.	College	O	O	O	O	
3.	University	O	O	O	O	
4.	Artistic discipline	O	O	O	O	
5.	Non-university community	O	O	O	O	

III. PROFESSIONAL GROWTH

A. Has the candidate sustained and demonstrated professional growth throughout their 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:

\_\_\_\_ Recommend tenure

\_\_\_\_ Deny tenure

Revisions approved by CFA faculty May 1994  
Approved by CFA Promotion and Tenure Committee October 20, 1994  
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Approved by CFA Promotion and Tenure Committee September 25, 1997  
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Approved by CFA Promotion and Tenure Committee November 17, 1999  
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Approved by University Promotion and Tenure Committee March 26, 2001  
Approved by CFA Promotion and Tenure Committee November 13, 2001  
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