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Ball State University

Teachers College  
Promotion and Tenure Document  
2024-2025

APPROVED BY COLLEGE COMMITTEE: **October 19, 2023**  
APPROVED BY UNIVERSITY PROMOTION AND TENURE COMMITTEE: **November 27, 2023**

TEACHERS COLLEGE  
PROMOTION AND TENURE DOCUMENT  
2024-2025  
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TEACHERS COLLEGE  
PROMOTION AND TENURE DOCUMENT  
2024-2025

**I. Guidelines**

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

**II. Definitions**

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

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

### III. Committee Structure and Function

1. Committee Membership
  - 1.1 The Teachers College Promotion and Tenure Committee is composed of one tenured faculty member from each department in the College. Members and their alternates are elected for two years.
  - 1.2 Departments' Promotion and Tenure Committees shall be elected annually by anonymous ballot.
    - 1.2.1 The electorate shall consist of tenure-track and tenured faculty members of the affected unit.
    - 1.2.2 The departmental committee shall consist of tenured faculty.
    - 1.2.3 If sufficient number of tenured faculty are not available, the department P&T committee and department chair will propose a solution to the Dean of Teachers College, including but not limited to using tenured faculty from other departments. All committee members should be qualified to evaluate the candidates' credentials.

- 1.2.4 In the event of the resignation of an elected committee member, the Department shall have procedures in place for the replacement of the resigning member.
- 1.3 Elections to the College Promotion and Tenure Committee shall be conducted during the last 2 weeks of March by the Dean's Office and selected members of the College Promotion and Tenure Committee.
- 1.4 Each year the departments in the College whose representatives are completing their second year will nominate three tenured faculty from among its eligible faculty. The names of these persons will be placed on a ballot and separated by department. Full-time tenured or tenure-track faculty in the College will vote for one of the three nominees from each department.
- 1.5 The nominee from each department receiving the highest number of votes is elected to the committee for a two-year term. The nominee from each department receiving the second highest number of votes is the alternate to the Committee for a two-year term. In the case of a tie, there will be a run-off election. The nominee receiving the highest number of votes in the run-off is elected to the committee for a two-year term and the other nominee serves as an alternate for two years.
- 1.6 In the event the person elected to the College Committee is unable to serve, the alternate shall become a member of the College Committee. In the event a vacancy occurs in the position of alternate, the concerned department will nominate a three-member slate on which the total College faculty will vote. The nominee receiving the highest vote will complete the term as alternate.
- 1.7 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.
- 1.8 The Dean of Teachers College is an ex-officio non-voting member.
- 1.9 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.
- 1.10 A quorum shall be a simple majority except at meetings involving evaluation of credentials of candidates seeking promotion.
- 1.11 The elected college representative to the University Promotion and Tenure Committee shall meet with the College Committee as a non-voting liaison person.
- 1.12 No person may serve as a member of a 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. The one exception is, in the event that the associate dean is serving in an ex-officio capacity on the College Promotion and Tenure Committee, they shall not participate in their ex-officio capacity during the deliberations of promotion to the same rank.
- 1.13 Please refer to the University "Anti-Nepotism Policy and Procedures for Faculty and Professional Personnel" in the *Faculty and Professional Personnel Handbook*.

- 231 1.14 At the first meeting, the College Promotion and Tenure Committee will  
232 elect a chairperson and secretary to serve for that academic year.  
233
- 234 2. Committee Responsibilities
- 235 2.1 The College Committee is responsible for establishing and implementing  
236 University and College Promotion and Tenure policies and procedures that  
237 must not conflict with University policies.
- 238 2.2 The Dean's Office is responsible for informing the Department Promotion  
239 and Tenure Committees of due dates for promotion and tenure  
240 consideration by the College Committee.
- 241 2.3 Members of the College Committee are responsible for keeping all  
242 information and all action taken confidential.
- 243 2.4 The College Committee is responsible for reviewing all department  
244 promotion and tenure documents and may give a recommendation of  
245 approval to the Dean only when the documents comply with College and  
246 University policies and procedures.
- 247 2.5 The College Committee shall evaluate the credentials and consider the  
248 recommendations of all candidates forwarded from the department for  
249 promotion/tenure. It shall forward the credentials of those candidates being  
250 recommended favorably for promotion/tenure, along with the standard  
251 letter provided by the Provost's office, vote counts and the department's  
252 evaluation of strengths and weaknesses to the Dean of Teachers College.  
253 The committee shall review and evaluate the credentials of all collegiate  
254 tenure-track persons in year four and forward these credentials, using the  
255 standard letter provided by the Provost's office, along with the vote count  
256 and the department's evaluation of strengths and weaknesses to the Dean of  
257 Teachers College for each candidate. The names of all candidates favorably  
258 recommended must be forwarded in an unranked alphabetical order. The  
259 Committee must forward a letter of explanation to the Dean for each  
260 candidate who is not recommended for promotion or tenure.
- 261 2.6 The Committee shall hear reconsiderations at a specially called meeting.
- 262 2.7 Minutes of all Committee actions are maintained by the Committee  
263 secretary and kept on file in the Office of the Dean in a secure and  
264 confidential manner. Copies are distributed to members of the Committee.  
265 Minutes of actions regarding recommendations for promotion or tenure of  
266 individual faculty (including completed rating forms) and of  
267 reconsiderations and appeals are distributed for Committee review and  
268 approval at a regularly scheduled meeting, then collected, and one official  
269 copy is kept in the Office of the Dean.
- 270 2.8 No one may serve to hear an appeal who has a demonstrated conflict of  
271 interest such as previous involvement with the case, assignment to the  
272 same academic department or administrative area as any of the principals  
273 in the case, business involvement, or relationship to any of the principals.  
274 The committee chairperson shall make decisions regarding such conflicts.  
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#### 276 IV. Policy Statements

- 277
- 278 1. Tenure
- 279 2. Promotion

3. Materials to be Presented for Promotion and Tenure
1. Tenure
- 1.1 Faculty shall be evaluated in light of the University Mission Statement.
- 1.2 Policies and criteria related to recommending tenure shall be clear, specific, and accessible to all personnel.
- 1.3 Policies and criteria for tenure shall be subject to annual evaluation and review and to periodic revision.
- 1.4 If a faculty member is hired at the rank of Associate Professor without tenure, the tenure process is followed. Promotion to Professor is not tied to the tenure process.
- 1.5 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 Vice President for Academic Affairs.
- 1.6 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.
- 1.7 Tenure for those who hold academic rank is earned in an academic department and held in the University.
- 1.7.1 For all individuals hired by the University after June 30, 1981, tenure may be granted only to those who hold academic rank in an academic department. When a candidate is hired, academic rank and tenure must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee, approved by the Dean of Teachers College, and subsequently approved by appropriate administrators, and the Board of Trustees. Years granted toward tenure at the time of hiring must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee, approved by the Dean of Teachers College, and subsequently approved by appropriate schools, colleges, administrators, and the Board of Trustees.
- 1.7.2 Any academic unit, Department and/or College, which initiates a joint appointment, shall include in their Promotion and Tenure documents clear and equitable policies and procedures which identify the review and evaluation processes associated with that joint appointment.
- 1.8 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in tenure deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuing activity.
- 1.9 When a faculty member is employed in a tenure-track position, a probationary period of seven years is ordinarily required before tenure is granted by the Board of Trustees. Generally, the probationary period will not exceed seven full-time years of tenure-creditable service as a faculty member at Ball State University. The exceptions are noted below.

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

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

1.9.1.1 Birth or adoption of a child;

1.9.1.2 The faculty member is seriously ill;

1.9.1.3 The faculty member is the principal caregiver for a dependent who is seriously ill or incapacitated;

1.9.1.4 The faculty member is the principal caregiver for a family member who is seriously ill;

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

1.9.1.6 Widespread health crisis or natural disaster that affects a faculty member's progress towards tenure.

Within one year of the occurrence of the qualifying event, but before the affected annual Promotion and Tenure review, a request that a year not be counted as tenure-creditable year (stopped clock) shall be made to the department chairperson by no later than August 31. The request shall include documentation of the circumstances involved. The request requires approval of the department chairperson, the dean of Teachers College, and the Provost and Executive Vice President for Academic Affairs.

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

1.9.2 In cases where the exceptional achievements of a candidate in teaching, research, publication, creative endeavors, scholarly productivity, and other meritorious activities resulted in appointment at the associate or professor ranks, tenure may be recommended to the trustees as early as the completion of the third year, following a recommendation from the Department Promotion and Tenure Committee, and approval from the Department Chairperson, Academic Dean, and Provost and Vice President of



Academic Affairs. The Board of Trustees may grant tenure in special cases to an individual who holds or will hold academic rank without any probationary period, or with a probationary period of fewer than three years, if all of the following conditions are fulfilled.

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

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

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

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

1.11 No later than February 15 of each academic year, each department will send a letter to the Provost and Vice President for Academic Affairs, via the Academic Dean, and the faculty member, setting forth the status of each tenure-track faculty member with respect to their fulfillment of the conditions of appointment and any matters pertaining to the quality of their performance. This letter will contain the recommendations of the Department Chairperson and the Academic Dean.

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

1.11.1.1 The University's official record of the individual's status with respect to fulfillment of specific conditions of employment which were stated in the letter of employment; and

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

1.11.1.3 In years one through six, three decisions are possible: satisfactory progress, unsatisfactory progress, or termination.

If the members of a department wish to recommend termination of the appointment of a tenure-track faculty member at the end of any academic year during the probationary period, a letter to that effect shall be filed in the office of the Provost and Vice President for Academic Affairs at least two weeks in advance of the final date set forth in 2.15-2.15.3 below for giving written notice of non-reappointment or of intention not to recommend reappointment to the Board of Trustees. The letter must contain the recommendation of the Academic Dean.

- 1.12 Tenure and promotion to Associate Professor will be aligned.
  - 1.12.1 The tenure and promotion to Associate Professor decision will be made in the seventh year.
  - 1.12.2 The recommendation will be to grant tenure and promotion to Associate Professor at the end of the year or a recommendation to terminate the faculty member at the end of the following year.
  - 1.12.3 A faculty member may request consideration for early tenure and promotion to Associate Professor one time, either in year five or six, without penalty of dismissal if not granted. If approved, tenure and promotion to Associate Professor will be granted at the end of the year. If not approved, the faculty member will continue in the tenure and promotion process.
- 1.13 A pre-tenure recommendation will be made by the Department Promotion and Tenure Committee, Department Chairperson, and College Promotion and Tenure Committee to the Dean of Teachers College during the fourth year of the probationary period, using the standard letter provided by the Provost's office along with the vote count and the department's evaluation of strengths and weaknesses.
- 1.14 The following are necessary prerequisites in order to be eligible for tenure:
  - 1.14.1 The faculty member must have satisfied any specific conditions of employment set forth in their letter of appointment;
  - 1.14.2 The faculty member must have received a positive tenure recommendation from their academic department; and
  - 1.14.3 There must be available significant evidence of excellent performance by the faculty member, and there must be the expectation for a continuance of such in the future.
  - 1.14.4 The faculty member meets qualifications to be promoted to Associate Professor.
- 1.15 Tenure may be attained only through official action by the Board of Trustees of the University. The Board will make its decision after receiving and reviewing the recommendations of the department, Academic Dean, Provost and Vice President for Academic Affairs, and the President, but the Board will not be bound to follow any of said recommendations.
- 1.16 Notice of non-reappointment, or of intention not to recommend reappointment to the Board of Trustees, shall be given to the faculty member in writing in accordance with the following standards:
  - 1.16.1 Not later than March 1 of the first academic year of service, if the appointment is to expire on the day the spring semester closes; or,

- if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
- 1.16.2 Not later than December 15 of the second academic year of service, if the appointment is to expire on the day the spring semester closes; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
- 1.16.3 At least twelve months before the expiration of an appointment after two or more years in the institution.
- 1.17 Contract full-time appointment service may be considered as part of the probationary period for those who are later placed on tenure-track faculty.
- 1.18 Prior service at Ball State University may be counted toward tenure after the person has completed a one-year probationary period following the return.
- 1.19 Years of service remain with the individual when tenure-track faculty transfer from one academic or professional area to another.
- 1.20 Before the end of the academic year, the Department Promotion and Tenure Committee, after consultation with the Department Chairperson, shall provide each tenure-track faculty member in its department with a written assessment of that faculty member's work. This assessment shall include an evaluation of strengths and weaknesses in each of the areas of 1) teaching; 2) scholarship; and 3) service in a professional capacity. The committee may also suggest areas for improvement.
- 1.21 The Department P&T Committee will make an annual recommendation to the Dean of Teachers College on progress toward tenure for tenure track faculty members. After the department P&T committee's determination, the following will happen:
- 1.21.1 The Department P&T Committee Chair will write a recommendation letter that reviews the candidate's strengths and weaknesses and areas for improvement.
- 1.21.2 The letter will be forwarded to the Dean of Teachers College after all departmental deliberations are complete.
- 1.21.3 The department chair may agree or disagree with the Department Promotion and Tenure Committee's recommendation. In the case of agreement, the department chair may choose to write a letter of concurrence but is not required to do so. In the case of disagreement with the Committee's recommendation, the department chair shall write a letter stating their recommendation regarding the candidate in question.
- 1.21.4 Upon request from the faculty member, the department P&T chair will meet with the faculty member to discuss and clarify the content of the letter.
- At any other step in the tenure process (department chairperson if their recommendation is different from the Department Promotion and Tenure Committee; College Promotion and Tenure Committee; academic dean; Provost and Vice President for Academic Affairs) the first committee or individual not recommending satisfactory progress for a faculty member shall

- provide that faculty member with a written statement delineating their strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement.
- 1.22 Vote counts shall accompany any final recommendations.
- 1.23 At Ball State University, we recognize inclusive excellence as an integral endeavor to fulfill our mission and our strategic plan. Faculty members who engage in activities that promote inclusive excellence (training, development, intergroup dialogue, pedagogies and curriculum, community and campus partnerships, mentoring, peer-reviewed research, etc.) will receive credit for their involvement as they contribute to the established standards for Teaching, Scholarship and Service.
2. Promotion
- 2.1 Faculty shall be evaluated in light of the University Mission Statement.
- 2.2 Departmental policies and criteria related to recommending promotions shall be clear, specific, and accessible to all personnel.
- 2.3 Policies and criteria for promotions shall be subject to annual evaluation and review and to periodic revision.
- 2.4 Any department member has the right to present themselves to the Department Promotion and Tenure Committee for consideration for tenure and promotion to Associate Professor after the fourth tenure credible year. A request for consideration for promotion to Professor can be made any time after achieving the rank of Associate Professor.
- 2.5 Recommendations for promotion shall be initiated at the level where the candidate's qualifications can be best identified and evaluated. In most instances this would be the department. After evaluating the candidate's qualifications, the Department Promotion and Tenure Committee must indicate whether or not the candidate is to be recommended for promotion and tenure. All candidates for promotion and/or tenure will be informed of the department committee's recommendation by a letter written by the committee chair that will include an evaluation of their strengths and weaknesses in the areas of teaching, scholarship, and service.
- 2.5.1 Each affected department must have formal criteria, procedures, and policies for recommendations for promotions.
- 2.5.2 Recommendations shall be supported by ample documentary evidence demonstrating that the candidate for promotion satisfies established criteria. Documentation shall include evaluation forms approved by the administrative unit concerned.
- 2.6 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in promotion deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuing activity.
- 2.7 The departmental and collegiate policies and criteria for promotions must be approved by the University Promotion and Tenure Committee and must be on file with the University Promotion and Tenure Committee and the office of the Provost and Vice President for Academic Affairs.

- 2.8 All promotions to Associate Professor and Professor will be granted on the basis of the spring recommendations.
- 2.9 No person may serve as a member of a Department Promotion and Tenure Committee who is a candidate for promotion.
- 2.9.1 An individual so elected who later becomes a candidate for promotion must resign from the committees.
- 2.9.2 The one exception to these provisions involves the chairperson of the department when they are a candidate for promotion. In that circumstance, they shall not participate in their ex-officio capacity during the deliberations of promotion to the same rank.
- 2.10 No person may serve as a member of a 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. The one exception is, in the event that the associate dean is serving in an ex-officio capacity on the College Promotion and Tenure Committee, they shall not participate in their ex-officio capacity during the deliberations of promotion to the same rank.
- 2.11 No candidate shall be evaluated by a Promotion and Tenure Committee of fewer than three (3) eligible voting members. Departments, which under these or any other conditions cannot form a Promotion and Tenure Committee of at least three members, may develop specific provisions subject to the approval of the College and the University Promotion and Tenure Committees.
- 2.12 At any step in the promotion and tenure process, the first committee or individual not recommending a faculty member favorably for promotion and/or tenure shall provide that faculty member with a written statement delineating their strengths and weaknesses in each of the areas of teaching, scholarship, and service in a professional capacity. The committee or individual may also suggest areas for improvement.
- In the case of a department chair being the first negative recommendation, the department chair may send forward a dissenting opinion, but the candidate may not appeal the letter because the decision of the department committee stands. The candidate must see the letter and may include a written response to the letter in the materials to be sent forward.
- In the case of a dean being the first negative recommendation, the Dean may send forward a dissenting opinion if the College Promotion and Tenure Committee returns a two-third vote and overturns this recommendation, but the candidate may not appeal the letter because the decision of the committee stands. The candidate must see the letter and may include a written response to the letter in the materials to be sent forward. If the College Promotion and Tenure Committee does not return a two-thirds vote, the recommendation of the Dean stands. In this case, the faculty member may appeal because the recommendation of the College committee and the Dean going forward will be negative.

2.13 Vote counts shall accompany any final recommendations.

3. Materials to be Presented for Promotion and Tenure

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

3.2 A personnel file for every faculty member shall be kept by the Department Chairperson's office. A promotion and tenure file will be part of the personnel file. This promotion and tenure file shall be open to the faculty member concerned and will contain information relevant to promotion and/or tenure. Appropriate materials shall be placed in the personnel file by the Department Chairperson in a timely manner. All information placed in an individual's personnel file shall immediately be brought to their attention in writing by the Department Chairperson. The faculty member shall have the opportunity to place materials in the file, which may rebut or explain any detrimental information. Detrimental information that has not been brought to the attention of the faculty member cannot be used in promotion or tenure deliberations. Anonymous letters shall not be made a part of this file. An individual's promotion and tenure file shall be examined by the Department Promotion and Tenure Committee during promotion and tenure deliberations. All materials used by the Department Promotion and Tenure Committee shall be made available to the College Promotion and Tenure Committee, Dean, Provost and Vice President for Academic Affairs, and President, upon request.

3.3 For tenure see 3.4.

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

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

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

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

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

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

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

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

responsibility to provide written documentation that the publication is refereed.

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

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

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

3.4.5 Materials presented for promotion and tenure of those candidates to be recommended favorably for promotion and tenure by the Departmental Committee shall be forwarded to the academic dean in an order to be specified by the faculty of each college. Included with the materials presented for promotion and tenure will be the Department Promotion and Tenure Committee's evaluations and recommendations. Materials presented for promotion that are not favorably recommended by the Departmental Committee shall not be forwarded to the academic dean and shall stop at the departmental level.

3.4.6 The recommendations of the Department Promotion and Tenure Committee shall be forwarded to the academic dean. If the department chairperson has a dissenting opinion concerning a faculty member's qualifications, the department chairperson shall inform the Department Committee of the bases of this opinion. If the differences between the chairperson and the Department Committee are not resolved, the department chairperson may forward to the academic dean their dissenting opinion and recommendations concerning the faculty member's qualifications. The decision of the department committee will, however, stand.

3.4.6.1 The credentials of any candidate who is requesting reconsideration and/or appealing an adverse decision from a departmental committee shall not be forwarded to the college committee until the reconsideration and/or appeal process has been completed. After an adverse promotion decision, if a candidate decides not to appeal the decision, the materials are not forwarded to the college committee.



- 765 3.5 The Department Promotion and Tenure Committee shall forward to the  
766 College Promotion and Tenure Committee the credentials of pre-tenure  
767 candidates who are in their fourth and seventh/final year of probation along  
768 with the committee's recommendation. For candidates in their fourth year,  
769 the recommendation will be satisfactory progress toward tenure,  
770 unsatisfactory progress toward tenure, or termination, using the standard  
771 letter provided by the Provost's office along with a vote count and the  
772 department's evaluation of strengths and weaknesses. For candidates being  
773 considered for tenure and promotion, the recommendation will be  
774 tenure/promote or not tenure/promote, using the standard letter provided by  
775 the Provost's office along with a vote count and the department's  
776 evaluation of strengths and weaknesses to the Dean of Teachers College.  
777 The Provost letter, signed by the Chairperson of the Committee, indicating  
778 support, and signed by the Chairperson of the Department indicating  
779 support or non-support for promotion and tenure, must accompany the  
780 credentials. Additionally, departments from which candidates are being  
781 considered for promotion to Professor shall submit at least two external  
782 review letters addressing the quality of the candidate's scholarship, creative  
783 endeavor, and other scholarly productivity (see Appendix C for  
784 procedures).  
785  
786

787 **V. Academic Rank**  
788

- 789 1. There are three basic academic ranks: Assistant Professor,  
790 Associate Professor, and Professor. Expectations for each rank are:  
791 1.1 Assistant Professor  
792 1.1.1 Evidence of quality performance as a teacher or practitioner in the  
793 specialty in which the candidate is hired.  
794 1.1.2 Evidence of the potential for scholarship.  
795 1.1.3 Evidence of participation in professional organizations.  
796 1.2 Associate Professor  
797 1.2.1 Evidence of consistently excellent teaching.  
798 1.2.2 Evidence of quality contributions to one's specialty through  
799 scholarship.  
800 1.2.3 Evidence of quality contributions in the capacity of professional  
801 service.  
802 1.3 Professor  
803 1.3.1 Evidence of a continuing and consistent record of excellence in  
804 teaching.  
805 1.3.2 Evidence of significant contribution to one's specialty through  
806 scholarship.  
807 1.3.3 Evidence of significant contributions in the capacity of  
808 professional service.  
809 2. Advancement in rank is based on a continuing pattern of achievement throughout  
810 the faculty member's professional career in:  
811 2.1 Teaching;  
812 2.2 Scholarship;  
813 2.3 Service in a professional capacity.

- 814 3. The doctorate in the faculty member's specialty area is required for  
815 advancement to associate or professor.  
816

817  
818 **VI. Procedures: Tenure and Promotion**

819 **Recommendations made at each stage of deliberation for tenure and promotion must**  
820 **be shared with the candidate.**  
821

822 1. Tenure

823 1.1 Departmental policies and criteria must be approved by the College  
824 Promotion and Tenure Committee and the University Promotion and  
825 Tenure Committee and shall be on file with the Academic Dean and the ex-  
826 officio member of the University Promotion and Tenure Committee.

827 1.2 Each department shall have a specific evaluation form for rating a faculty  
828 member in relation to tenure. This form shall be used when a faculty  
829 member is being considered for tenure. This rating form must be kept on  
830 file with the Chairperson of the Department and must be approved by the  
831 College Promotion and Tenure Committee and the University Promotion  
832 and Tenure Committee.

833 1.3 Recommendations for promotion and tenure shall be initiated at the  
834 departmental level. After evaluating the candidate's qualifications, the  
835 Department Promotion and Tenure Committee must indicate whether or  
836 not the candidate is to be recommended for promotion and/or tenure. All  
837 candidates for promotion and/or tenure will be informed of the department  
838 committee's recommendation by a letter written by the committee chair  
839 that will include an evaluation of their strengths and weaknesses in the  
840 areas of teaching, scholarship, and service.

841 1.4 The recommendations of the Department Promotion and Tenure  
842 Committee shall be forwarded to the Dean of Teachers College, using the  
843 standard letter provided by the Provost's office along with the vote count  
844 and evaluation of strengths and weaknesses. Included with the Provost's  
845 letter will be the Department Chairperson's evaluations and  
846 recommendations, if there is a difference of opinion between the  
847 Department Chairperson and the Department Committee. Pre-tenure, and  
848 tenure recommendations, including the standard letter provided by the  
849 Provost's office, will be accompanied by a vote count.

850 1.5 The College Committee shall review and evaluate the credentials of all  
851 collegiate tenure-track persons in the fourth year and forward those  
852 credentials, with recommendations, to the Dean. The credentials of any  
853 candidate who is appealing an adverse decision from a departmental  
854 committee shall not be forwarded to the college committee until the appeal  
855 process has been completed.

856 1.5.1. If the Dean has a dissenting opinion from the opinion of the College  
857 Promotion and Tenure Committee, the Dean shall inform the  
858 College Promotion and Tenure Committee of the bases of this  
859 opinion immediately. If the differences between the Dean and the  
860 College committee are not resolved, the decision shall be returned  
861 to the College Promotion and Tenure Committee for another vote.  
862 A two-thirds vote of the committee shall be required to override

the recommendation, after which the Dean must forward the College committee's final recommendation to the Provost. If a two-thirds vote is not achieved, the College committee's vote is overturned, and the committee's final recommendation is aligned with the Dean's recommendation.

1.5.2 If the Dean has a dissenting opinion from the opinion of the College Promotion and Tenure committee, the Dean shall inform the committee of the bases of this opinion immediately. If the differences between the Dean and the committee are not resolved, the decision shall be returned to the College Promotion and Tenure Committee for another vote. A two-thirds vote of the committee shall be required to override the recommendation, after which the Dean must forward the College committee's final recommendation to the Provost. If a two-thirds vote is not achieved, the College committee's vote is overturned, and the committee's final recommendation is aligned with the Dean's recommendation.

1.6 The Dean shall forward credentials to the College Promotion and Tenure Committee and charge it with the responsibility of evaluating pre-tenure and tenure credentials and providing a recommendation of satisfactory, or unsatisfactory progress, or termination, using the standard letter provided by the Provost's office. Recommendations will be forwarded to the Dean of Teachers College along with a vote count.

1.7 The Dean of Teachers College shall forward recommendations concerning the tenure credentials, including their 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 of Teachers College about the differences.

1.8 The Provost and Vice President for Academic Affairs, upon reviewing and being satisfied with the recommendations from the Dean of Teachers College, shall forward these recommendations to the President.

1.9 Final recommendations in all matters pertaining to tenure reside with the President who forwards these recommendations to the Board of Trustees.

1.10 Specific conditions of appointment stated in writing at the time of 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. Promotion

2.1 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 Dean of Teachers College and the ex-officio member of the University Promotion and Tenure Committee.

2.2 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.

2.3 Credentials of those candidates to be recommended favorably for promotion by the Departmental Committee shall be forwarded to the Academic Dean in alphabetical order. Included with the credentials will be

the Department Promotion and Tenure Committee's evaluations and recommendations, using the standard letter provided by the Provost's office along with a vote count.

2.3.1 If in presenting evaluations, the Department Chairperson has serious reservations concerning a faculty member's qualifications, the Department Chairperson shall inform the Department Committee of the bases of the reservations. If the differences between the Chairperson and the Department Committee are not resolved, the Department Chairperson may forward to the Academic Dean their evaluations and recommendations concerning the faculty member's qualifications.

2.4 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 (See Appendices A and B for rating forms).

2.5 The College Committee shall forward its recommendations, the standard letter provided by the Provost's office, to the Dean of Teachers College along with a vote count.

2.5.1 Any recommendations from the College Committee not receiving approval by the Dean of Teachers College 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 recommendations.

2.6 The Dean shall forward the recommendations, including their 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 of Teachers College about the differences.

## **VII. Reconsideration**

### **1. Reconsideration**

1.1 Reconsideration is the act whereby a candidate may request that an initial adverse decision at the departmental, collegiate, or Provost level 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.

1.2 If the initial adverse recommendation has been made by the Department Promotion and Tenure Committee, then the candidate may ask for a

- reconsideration of that recommendation by the Department Committee before they may proceed further.
- 1.2.1 The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting them. For example, if a Department Promotion and Tenure Committee advises a faculty member in writing that it is recommending against awarding tenure to such member, the period to request reconsideration would run from the date of receipt of that communication, rather than from the date on which the Board of Trustees subsequently announces the names of faculty members who have been awarded tenure. Any request for reconsideration not filed within this time limit will be denied automatically, unless the Academic Dean determines that good cause has existed for the delay.
- There are two permissible reasons to request reconsideration: 1) the college Promotion and Tenure Committee's incomplete review of; or 2) misinterpretation of the promotion and tenure file. The candidate's written request must address the specific examples of the submitted materials potentially not reviewed or misinterpreted. The written request shall be filed in the office of the department chairperson and forwarded to the college Promotion and Tenure Committee.
- 1.2.2 The written request for reconsideration shall be filed in the office of the department chairperson.
- 1.2.3 After receiving a request for reconsideration, the Department Committee must meet to reconsider its initial adverse recommendation. The Department Committee must meet with the candidate if they so request. The candidate may provide an oral presentation of the request for promotion or tenure. No additional materials may be introduced or added to the documents or the process.
- 1.2.4 After meeting to reconsider the candidate's materials, the committee shall vote to overturn or affirm the previous decision. This vote supersedes the previous vote.
- 1.2.5 The candidate's materials for promotion and/or tenure shall be held in the departmental office and shall not be forwarded to the College Promotion and Tenure Committee until the requests for reconsideration has been completed.
- 1.3 If the initial adverse recommendation has been made by the College Committee or the Dean, the Dean will inform the candidate of their decision following reconsideration. If the decision is to affirm the initial adverse recommendation, the Dean shall address, in writing, either in a detailed summary or by specific points, the reasons to affirm the initial adverse recommendation regarding the candidate's written request. The letter will be a part of promotion and tenure file. The faculty member then may ask for reconsideration at the collegiate level.

- 1007 1.3.1 The candidate must ask, in writing, for the reconsideration within  
1008 ten (10) calendar days following the date of the faculty member's  
1009 receipt of the written recommendation adversely affecting them.  
1010 For example, if the College Promotion and Tenure Committee  
1011 advises a faculty member in writing that it is recommending  
1012 against awarding tenure to such member, the period to request  
1013 reconsideration would run from the date of receipt of that  
1014 communication, rather than from the date on which the Board of  
1015 Trustees subsequently announces the names of faculty members  
1016 who have been awarded tenure. Any request for reconsideration  
1017 not filed within this time limit will be denied automatically, unless  
1018 the academic dean determines that good cause has existed for the  
1019 delay.
- 1020 1.3.2 The written request for reconsideration shall be filed in the office  
1021 of the college dean.
- 1022 1.3.3 After receiving a request for reconsideration, the College  
1023 Committee or Dean of Teachers College must meet to reconsider  
1024 its or their initial adverse recommendation. The College Committee  
1025 or Dean must meet with the candidate if they so request. The  
1026 candidate may provide an oral presentation of the request for  
1027 promotion or tenure. No additional materials may be introduced or  
1028 added to the documents or the process.
- 1029 1.3.4 After meeting to reconsider the candidate's materials, the  
1030 committee shall vote or the Dean shall decide to overturn or affirm  
1031 the previous decision. This vote supersedes the previous vote.
- 1032 1.3.5 The College Committee or Dean will inform the candidate of their  
1033 decision following reconsideration.
- 1034 1.3.6 The candidate's materials for promotion and/or tenure shall be held  
1035 in the collegiate office and shall not be forwarded to the Provost  
1036 until all requests for reconsideration have been exhausted.
- 1037 1.3.7 In cases where the dean makes the initial adverse decision, the  
1038 candidate's materials for promotion and/or tenure shall be held in  
1039 the files of the Dean where the initial adverse recommendation was  
1040 made and shall not be forwarded to the Provost until the requests  
1041 for reconsideration have been completed.

## 1043 **VIII. College Appeals**

- 1044
- 1045 1. Steps to the Appeal
- 1046 Tenure-line faculty may appeal promotion and tenure decisions that adversely  
1047 affect such individuals in accordance with provisions set forth in this Part VIII and  
1048 the *Faculty and Professional Personnel Handbook* and the *University Promotion*  
1049 *and Tenure Document*. Appeal refers to actions taken by the appellant when the  
1050 outcome of the department, college, or Provost reconsideration is the same as the  
1051 original recommendation. An appeal may be filed without following the  
1052 reconsideration process. Appeals examine the process not the content.
- 1053 1.1 The Appellant writes a letter to the Dean

1054	1.1.1	The letter has to be written within ten (10) calendar days of receipt of the official letter from the previous recommendation adversely affecting them.
1055		
1056	1.1.2	The letter must state specific reasons for appeal. The appeal must be based on at least one of the following reasons:
1057		
1058	1.1.2.1	Allegation of violation of approved departmental, collegiate, and/or University policies, including those set forth in the section of the <i>Faculty and Professional Personnel Handbook</i> and the <i>University Promotion and Tenure Document</i> .
1059		
1060	1.1.2.2	Allegation of unfair treatment on the part of the decision makers;
1061		
1062	1.1.2.3	Allegation of discriminatory treatment on the part of the decision makers.
1063		
1064	1.1.3	The letter must provide detail about what the specific allegations are.
1065		
1066	1.1.4	The letter is limited to a maximum of four (4) pages.
1067		
1068	1.2	The Dean will review the appeals letter to determine whether the appeal specifies a criterion listed in 1.1.2. A letter which does not specify any of the criteria will be returned immediately to the Appellant for review and resubmission. The Appellant must resubmit or withdraw the appeal within five (5) working days from the date of notification by the Dean. Upon resubmission, assuming an established criterion has been specified, the Dean will form an appeal panel to hear the appeal.
1069		
1070	1.3	The academic dean is responsible for preparing an appeal file that will consist of (a) the formal request for hearing and any other materials submitted by the appellant; (b) the response and any other materials submitted by the Department Committee or Department Chair. The appeal file will be forwarded to the chairperson of the hearing panel who will make certain that it is made available to all parties to the hearing.
1071		
1072	1.4	The College Hearing Panel must hold the hearing within thirty (30) calendar days of its receipt of the request for hearing. Days outside the regular academic year will not be counted in the thirty day computation. The chairperson of the College Hearing Panel may, with good cause, extend the thirty day deadline.
1073		
1074	1.5	The Dean and Chair of the College Hearing Panel meet with the Appellant and Respondents to explain the appeals process.
1075		
1076	1.6	The materials and witness list must be submitted to the Dean five (5) working days before the hearing.
1077		
1078	1.7	Documentation shall not exceed twenty (20) pages (one side) plus a comprehensive vita.
1079		
1080	1.8	All parties are given ten (10) calendar days notice of the hearing.
1081	1.9	The Dean distributes copies of the documentation provided by the Appellant and Respondents to the Appellant, Respondents, and Panel at least three (3) working days prior to the Hearing.
1082		
1083	1.9.1	Challenges to documented evidence must be made in writing by 1:00 p.m. on the working day before the Hearing to the Chair of the Hearing Panel.
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- 1.9.2 A decision on the admissibility of materials must be made by the Hearing Panel before the Hearing begins in a closed session by vote using a written ballot. A simple majority vote is required to support a decision.
- 1.10 Both parties are given the names of the panel as early as the Hearing date is set.
  - 1.10.1 Challenges to panel members must be made in writing, four (4) days before the Hearing to the Chair of the Hearing Panel.
  - 1.10.2 A decision on the challenge to the Panel must be made in a closed session by the Hearing Panel, by vote using a written ballot. A simple majority vote is required to support a decision.
  - 1.10.3 If a successful challenge results in fewer members than needed for a quorum, the Hearing will be rescheduled.
2. The Hearing Panel
  - 2.1 Persons who will be involved in the Appeal Hearing:
    - 2.1.1 The Appellant has the prerogative of being accompanied by a full-time regular Ball State faculty or professional personnel member to serve as a faculty colleague who may also serve as a recording secretary.
    - 2.1.2 The Department Chairperson and the Department Promotion and Tenure Committee Chairperson who will present the case for the department including such material as minutes of promotion and tenure meetings involving the Appellant.
    - 2.1.3 The Dean or the Dean's designee who will be an ex-officio, non-voting attendant at the hearing.
    - 2.1.4 The Appeal Panel, which will be comprised of the elected representatives of five (5) of the six (6) departments or alternates and one (1) alternate randomly selected from the remaining alternates. The representative or alternate of the Appellant's department will not serve on the Appeal Panel.
  - 2.2 Appeals will be conducted only when all members of an Appeal Panel are present.
  - 2.3 The Chairperson of the Hearing Panel reads an introductory script to participants reviewing procedures.
  - 2.4 Each side is given 30 minutes total for presentation. The 30 minutes may be divided in any way that seems appropriate. The time used by witnesses will be included within the 30 minutes. Only one witness may appear and be present at a time.
  - 2.5 No presentation may be interrupted.
  - 2.6 At the close of each presentation, members of the Hearing Panel may question participants, witnesses, or observers.
  - 2.7 Opportunity for rebuttal will be given to each party following the questions from the Hearing Panel. Rebuttals are limited to five (5) minutes for each party.
  - 2.8 Following the rebuttals, members of the Hearing Panel may ask additional questions.



- 1149 2.9 The Chairperson of the Hearing Panel will ask both parties if they believe  
1150 the Hearing was conducted fairly. Responses will be recorded in the  
1151 minutes of the hearing.  
1152 2.10 All copies of materials distributed to participants, except those prepared by  
1153 and belonging to them, are to be left with the Hearing Panel. A copy is  
1154 available in the Office of the Dean in the event it is needed for further  
1155 appeals.  
1156 2.11 The Hearing Panel will seek an immediate decision. However,  
1157 deliberations may continue at another time and/or location convenient to  
1158 the members, if necessary.  
1159 2.12 Appellants and Respondents will be notified informally of the outcome of  
1160 the Hearing as soon as possible.  
1161 2.13 Formal notification of the Hearing Panel's recommendation will be sent to  
1162 both parties and to the Dean.  
1163 2.14 The approved minutes of the Hearing will be available to the parties, upon  
1164 request. The Secretary of the College Promotion and Tenure Committee  
1165 will serve as secretary for the Hearing, unless the chair designates another  
1166 person.  
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1171 Approved by Teachers College Promotion and Tenure Committee November 13, 2000  
1172 Approved by Teachers College Promotion and Tenure Committee September 18, 2001  
1173 Approved by Teachers College Promotion and Tenure Committee November 11, 2002  
1174 Approved by University Promotion and Tenure Committee May 1, 2003  
1175 Approved by Teachers College Faculty, October 31, 2003  
1176 Approved by Teachers College Promotion and Tenure Committee, November 8, 2004  
1177 Approved by University Promotion and Tenure Committee December 15, 2004  
1178 Approved by Teachers College Promotion and Tenure Committee November 14, 2005  
1179 Approved by University Promotion and Tenure Committee, December 5, 2005  
1180 Approved by Teachers College Promotion and Tenure Committee November 6, 2006  
1181 Approved by Teachers College Promotion and Tenure Committee November 5, 2007  
1182 Approved by Teachers College Promotion and Tenure Committee November 3, 2008  
1183 Approved by University Promotion and Tenure Committee, April 10, 2009  
1184 Approved by University Promotion and Tenure Committee, May 8, 2009  
1185 Approved by Teachers College Promotion and Tenure Committee November 2, 2009  
1186 Approved by University Promotion and Tenure Committee, February 26, 2010  
1187 Approved by Teachers College Promotion and Tenure Committee, November 1, 2010  
1188 Approved by University Promotion and Tenure Committee, February 9, 2011  
1189 Approved by Teachers College Promotion and Tenure Committee, November 1, 2010  
1190 Approved by University Promotion and Tenure Committee, February 9, 2011  
1191 Approved by Teachers College Promotion and Tenure Committee, November 21, 2011  
1192 Approved by University Promotion and Tenure Committee, July 2012  
1193 Approved by Teachers College Promotion and Tenure Committee, November 1, 2012  
1194 Approved by the University Promotion and Tenure Committee, February 26, 2013  
1195 Approved by Teachers College Promotion and Tenure Committee, October 4, 2013  
1196 Approved by Teachers College Promotion and Tenure Committee, February 17, 2014  
1197 Approved by Teachers College Promotion and Tenure Committee, November 6, 2014

1198 Approved by Teachers College Promotion and Tenure Committee, November 3, 2015  
1199 Approved by the University Promotion and Tenure Committee, February 1, 2016  
1200 Approved by Teachers College Promotion and Tenure Committee, November 3, 2016  
1201 Approved by the University Promotion and Tenure Committee, February 23, 2017  
1202 Approved by the Teachers College Promotion and Tenure Committee, November 10, 2017  
1203 Approved by the University Promotion and Tenure Committee, February 21, 2018  
1204 Revision approved by the Teachers College Promotion and Tenure Committee, October 1, 2018  
1205 Approved by the Teachers College Promotion and Tenure Committee, October 31, 2018  
1206 Approved by the University Promotion and Tenure Committee, January 23, 2019  
1207 Approved by the Teachers College Promotion and Tenure Committee, October 30, 2019  
1208 Approved by the University Promotion and Tenure Committee, March 19, 2020  
1209 Approved by the Teachers College Promotion and Tenure Committee, October 22, 2020  
1210 Approved by the Teachers College Promotion and Tenure Committee, October 21, 2021  
1211 Approved by the Teachers College Promotion and Tenure Committee, October 14, 2022  
1212 Approved by the Teachers College Promotion and Tenure Committee, October 19, 2023  
1213  
1214  
1215

## Appendix A

### TEACHERS COLLEGE PROMOTION RATING SHEET

#### *Tenure and/or Assistant to Associate Professor*

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

SECTION I: Teaching

1 2 3 4 5 6 7

SECTION II: Scholarship

1 2 3 4 5 6 7

SECTION III: Service

1 2 3 4 5 6 7

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Name of Candidate

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## Appendix B

### TEACHERS COLLEGE PROMOTION RATING SHEET

#### *Associate to Professor*

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

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

SECTION I: Teaching

1 2 3 4 5 6 7

SECTION II: Scholarship

1 2 3 4 5 6 7

SECTION III: Service

1 2 3 4 5 6 7

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Name of Candidate

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## Appendix C

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

1. Candidates shall submit to the Department Promotion and Tenure Committee or Department Chairperson, a list of external reviewers (i.e., not in the employ of BSU) from their field of study and from whom letters of review may be solicited. Candidates shall disclose relationships, if any, between the candidate and a potential reviewer (e.g., collaborators on research/publications, advisor). Such letters shall provide a supplementary evaluative review of the candidate's scholarship, creative endeavors, and other scholarly activities.

Supplemental External Review Letters for Promotion to Professor. Candidates who intend to seek promotion to Professor shall declare their intentions no later than April 30th of the spring semester prior to promotion review in the fall. This deadline is set to ensure adequate time for the process of seeking and receiving letters. The external review process will be conducted according to department and college policies and will commence by May of the spring semester in order to guarantee timely receipt of the external reviewers' letters for fall review.
2. The Department Chairperson and/or Department Promotion and Tenure Committee and the candidate shall be involved in the selection of reviewers from the list and from whom reviews will be solicited. The department may develop a policy to supplement the candidate's list of reviewers; however, one-half of contacted reviewers must come from the candidate's list. Challenges to the list of reviewers shall be handled according to departmental policies. The Department Chairperson or Chairperson of the Department Promotion and Tenure Committee will be responsible for contacting the selected reviewers and securing the external letters.
3. Candidates shall provide to the Department Chairperson a comprehensive vita and a representative sampling of their work (e.g., reprints, book chapters, awards) that can be sent to reviewers. Documentation can include information using a digital format. Additionally, information about the candidate (e.g., teaching load, service, involvement in undergraduate and graduate programs), Ball State's philosophy, and department and college procedures for promotion should be provided to the reviewers to offer them a frame of reference.
4. All letters received from external reviewers will be available for the promotion review process. At least two external letters will be required to be included before consideration of promotion to Professor can commence. External review letters shall be inserted and retained in the candidate's Promotion and Tenure file for use by departmental, collegiate, and, in the case of an appeal, University Promotion and Tenure Committees, and by the Provost in promotion and tenure deliberations for the current year.
  1. The candidate has the right to examine all external review letters. For examination of the letters by the candidate, anonymity of the external reviewers must be assured in accordance with procedures established by the department. The candidate has the right to respond in writing to information contained in the letters. Should a response occur, this document shall be made available with the external review letters during the

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2. At the conclusion of deliberations for the current year, the letters and any response shall be retained only in a separate confidential file in the Office of the Dean of the College. Once letters are placed in this separate confidential file, they cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration unless requested by the candidate.

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