

Procedure for Retention, Tenure and Promotion

1. The Dean will inform the candidate at the time of the initial appointment of her/his eligibility and procedures for tenure. At this time, she/he is given information about the philosophy of the School of Nursing and the policies and procedures for retention and tenure.
 - a. The letter of appointment for a new faculty identifies the expectations for teaching, research, scholarship/creative activity, and service as well as the relative importance of each.
 - b. The letter includes years of previous service awarded and dates of eligibility for promotion and for tenure.
 - c. The probationary period for a professor may be waived, and tenure may be awarded at the time of appointment when there is evidence of meeting the criteria for full professor, the appointee has previously earned tenure and rank of professor at one or more accredited educational institutions, the academic department recommends appointment with tenure, and a positive recommendation is advanced through the school, Provost and Vice President for Academic Affairs, University President, Executive Committee of the University Faculty Senate, and the ISU Board of Trustees. The applicant submits the same evidence of performance as a faculty member seeking promotion to full professor.
 - d. There will be a formative review for tenure and promotion no later than the 3rd year of 5 to be conducted by the department chair and Faculty Affairs Committee. The Department Chairperson will identify areas of strength and those needing growth in conjunction with the faculty member and will send her/his recommendation regarding reappointment with a plan of action to the Faculty Affairs Committee and the faculty member. The Faculty Affairs Committee may solicit additional evidence, will review the documentation, make a recommendation regarding reappointment, and forward the recommendation to the Dean of the School of Nursing who will give the faculty member her/his evaluation and the recommendation from the Faculty Affairs Committee. The Dean will send his/her evaluation/recommendations to the Department Chairperson and to the Faculty Affairs Committee.
 - e. The faculty member should be advised that in order to be tenured as a faculty member, one must meet the criteria to be promoted to the rank of Associate Professor.
 - f. An earned doctorate, preferably in nursing, from a regionally accredited institution is the acceptable terminal degree for an associate professor in the School of Nursing.
 - g. See the School of Nursing Faculty Handbook for promotion standards relevant to each rank. Continuing achievement in these areas is documented according to the standards.
 - h. If a faculty member gets conditional reappointment, a performance improvement plan will be developed by the Department Chairperson and the faculty member. The faculty member must sign the document to indicate awareness of it. The plan will be on file in the department and sent to the faculty member, Faculty Affairs Committee, and the Dean of the School of Nursing.
 - i. There is School authority to assess discipline-specific achievements.
2. During orientation the Dean will inform candidates of their eligibility for reappointment or tenure, advise candidates of the time when decisions affecting renewal will be made, and suggest materials relevant to their evaluations to be collected and submitted to the Department Chairperson.
 - a. The appointment letter and any change or renegotiation of the probationary faculty member's responsibilities must be in writing, signed by the faculty member to indicate

- awareness of the documents, placed in the faculty member's official file, and should accompany the dossier when papers are submitted for review.
- b. The specific performance goals for probationary faculty are established during his/her annual review, are put in writing by the Department Chairperson, signed by the faculty member to indicate awareness of the document, filed in the department, and are available to reviewers.
 - c. Reappointment materials during the first year of the probationary period are due to the Department Chair in November, second year in September, third year and beyond and tenure in December, and for promotion in November.
3. Approximately one month prior to the deadline for submission of materials by faculty candidates who will be evaluated for retention/tenure, the Dean will transmit the Tenure Eligibility form and the job description for each candidate to the Department Chairperson. The Chairperson will review the submitted materials and request additional evidence from each candidate, if necessary. The Chairperson will make a recommendation and forward the Tenure Eligibility form, including her/his recommendation, and the submitted documentation for each candidate to the school Faculty Affairs Committee.
- a. The Faculty Affairs Committee is elected by the faculty. The School of Nursing Faculty Statutes specify that membership on the Faculty Affairs Committee is five tenured elected members including representation from each department, at least one full professor, and at least one graduate faculty member three of whom are elected in even years and two in odd years.
 - b. Chairpersons and Deans may not serve on the Faculty Affairs Committee and faculty members shall participate in no more than one recommendation on a given case.
 - c. There are independent reviews from the department chair and the Faculty Affairs Committee
4. The elected members of the Faculty Affairs Committee may solicit additional evidence from each candidate, if necessary. The committee will review the documentation and make (a) recommendation(s). The Tenure Eligibility form, including the recommendation and the precise count of the vote of the Committee, and the documentation for each candidate will be forwarded to the Dean. A report of the Committee action will be sent to the appropriate Department Chairperson.
5. The Dean will review the documentation and make (a) recommendation(s). All recommendations and documentation for each candidate will be forwarded to the Vice President for Academic Affairs. The Dean will notify the Faculty Affairs Committee and the appropriate Chairperson of her/his recommendation(s) in writing.
6. The recommendation with a supportive statement will be one of the following:
- a. Tenure for those members who become eligible for continuous appointment.
 - b. Reappointment for the continuing probationary period when not eligible for tenure.
 - c. Non-renewal.
7. When the recommendations of the Department Chairperson, the Faculty Affairs Committee, and the Dean are for reappointment, the candidate will be informed of the department recommendation by the Department Chairperson at a meeting where the faculty member will sign the evaluation indicating awareness of it. The Dean will inform the candidate of her/his recommendation and of

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the recommendation made by the Faculty Affairs Committee at a meeting where the faculty member will sign the evaluation to indicate his/her awareness of the contents.

8. Faculty members will be notified in writing of weaknesses or evidence of unsatisfactory service or any condition that might serve as a basis for non-renewal of their appointments. The probationary faculty member is given the opportunity to rebut or append comments to his/her annual evaluation form. The rebuttal is forwarded through the system with the recommendations. No rebuttals are possible from committees, chairs, deans, or the Provost.
9. If the Department Chairperson or School of Nursing Faculty Affairs Committee recommendation is(are) for non-renewal, candidates may choose to a) terminate the process; or b) prepare a response, which is forwarded with their materials to the next levels of review. A copy of the written response is also forwarded to the candidate's Chairperson and the SON Faculty Affairs Committee. In choosing to terminate the process, except in cases of early consideration a candidate for tenure also withdraws from consideration for further faculty appointment at Indiana State University beyond one academic year following the year of the process. (Faculty Appointment, Promotion, and Tenure Policies Approved by Board of Trustees, February 2, 2000, pp. 8 & 9)

In cases where recommendations from the Department Chairperson, SON Faculty Affairs Committee and the dean level are inconsistent, before making his or her recommendation, the Provost shall consult jointly with the Chair of the Department, the Chair of the SON Faculty Affairs Committee, and the dean. In cases where the recommendations are consistent at the previous levels, but the Provost intends to disagree, he or she shall consult, as above, with those who made the recommendations.

The Provost and Vice-President for Academic Affairs notifies the candidate of his/her recommendation; the candidate's dean, Son Faculty Affairs Committee, and the Department Chairperson are also informed of this recommendation. Positive recommendations are forwarded to the President of the University.

If the recommendation from the Provost and Vice-President for Academic Affairs is to deny renewal or promotion, candidates may elect to a) terminate the review process, or b) formally appeal negative recommendations to the University Promotions and Tenure Oversight Committee. In choosing to terminate the process, a candidate for tenure also withdraws from consideration for further regular faculty appointment at Indiana State University beyond one academic year following the year after the process. A tenured candidate for promotion who terminates the promotion review process may later apply for promotion without prejudice. (Faculty Appointment, Promotion, and Tenure Policies Approved by Board of Trustees, February 2, 2000, pp. 9 & 10)

10. Recommendations of non-renewal during the probationary period and denials of promotion and tenure may be appealed to the University Promotions and Tenure Oversight Committee, the formal hearing body for such appeals. Appeals may be made only on the basis of a) inadequate consideration of the submitted materials bearing on the relevant performance of the candidate, b) inadequate consideration given to the department's recommendation, c) improper discrimination, or d) violations of academic freedom. (Faculty Appointment, Promotion, and Tenure Policies, February 2, 200, pp.10 & 11).

If the Committee's recommendation is negative, the candidate may elect to a) terminate the appeal process, or b) prepare a written response, which is forwarded with his or her materials to the

President of the University. In choosing to terminate the process, except in cases of early consideration a candidate for tenure also withdraws from consideration for further regular faculty appointment at Indiana state University beyond one academic year following the year of the process.

11. Upon notice from the candidate of a decision to continue the appeal process, the Provost and Vice-President for Academic Affairs shall forward the Committee's findings, conclusions and recommendations together with his or her own recommendation to the President of the University. The President shall confer informally with the Committee before making his or her recommendation, makes his or her recommendation, and the appeal process is completed. (Faculty Appointment, Promotion, and Tenure Policies, February 4, 2000, pp.10 & 11).
12. Faculty, executive/administrative/professional staff, or support staff who believe they have been discriminated against on the basis of gender, race, age, national origin, sexual orientation, religion, disability, or veteran status may file a complaint through procedures outlined in section V of the Indiana State University Equal Opportunity/Affirmative Action Policy.