**Current Document**

These policies are guided by AAUP Policy Documents and Reports.

**305.1 General.** Appointments, promotions, and awards of tenure to the Indiana State University faculty shall be by action of the Indiana State University Board of Trustees upon recommendations of the University President. The University President's recommendations shall be based on the evaluations of peer review committees, chairpersons, deans, and the Provost and Vice President for Academic Affairs.

**305.1.1 Basis for Rank and Tenure.** Faculty appointments and annual reviews are founded on the disciplines and missions of the academic units and the University. The assignment of academic rank and the award of tenure are based on faculty achievements in the interrelated activities of teaching or librarianship; research, scholarship, or creativity; and service.

**305.1.2 Current Scholarship.** Faculty engaged in the challenging work involved in teaching and facilitating learning should be active in the profession and provide instruction based on current scholarship. Student advising may be an appropriate mode of faculty engagement.

**305.1.3 Relative Importance of Research Domains.** Faculty are expected to engage in research, scholarship or creativity that may include original work focused on discovery and integration; and/or scholarship focused on teaching and learning; and/or scholarship that applies methods and theories of their disciplines to address substantial problems. Each academic unit (normally the department) is responsible for determining the relative importance of the research domains within the unit.

**305.1.4 Service.** Service may consist of service to the University, to the discipline, or to the community. Community service, as defined here and elsewhere in these policies, refers to service in which the faculty member offers discipline-related expertise to an external agency, company, or non-profit organization.

**305.1.5 Consistent Evaluative Criteria**. The University will maintain consistent evaluative criteria and performance standards for the assignment of academic rank and awards of tenure. All faculty members are expected to contribute to the total spectrum of teaching or librarianship; research, scholarship, or creativity; and service. All faculty members shall demonstrate satisfactory performance in these three (3) areas of responsibility.

**305.1.6 Bases for Termination of Appointment of Tenured Faculty.** The appointments of faculty members who have been awarded tenure will be terminated only for adequate cause, except in the case of retirement, or under extraordinary circumstances, such as financial exigencies, decrease in enrollments, or discontinuance of instructional programs. (See University Handbook, Section 246.13 in keeping with AAUP Policy Documents and Reports.)

**305.1.7 Probationary Period.** Faculty members who, during their probationary periods, do not demonstrate continuing achievement in the interrelated activities of teaching or librarianship; research, scholarship, or creativity; and service are to be conditionally reappointed or terminated.

**305.1.8 Faculty Criminal Background Policy.** As mandated by the Indiana State University Board of Trustees, all faculty at Indiana State University will undergo Criminal Background Checks prior to their hire.

**305.1.8.1 Inclusion/Exclusions.** This policy shall apply to all part-time temporary and full-time faculty at Indiana State University. This policy shall also apply to graduate assistants. This policy shall not apply to current or retired faculty of Indiana State University or to temporary faculty who return to work within 36 months of the end of their most recent period of employment. This policy shall not apply to currently enrolled graduate students receiving assistantships through ISU.

**305.1.8.2 Duration of Validity.** Criminal background checks shall be considered valid for up to 36 consecutive months of non-ISU employment.

**305.1.8.3 Transferability.** ISU employees will not be subject to criminal background checks in order to qualify for transfer or promotion, or to otherwise change positions on the faculty (including moving from graduate assistantship to a part- or full-time faculty line). However, HR will provide criminal history information collected at the time of hire to units considering applications from current employees with less than 36 months of employment at the university. Faculty who apply for Exempt Staff positions will be subject to new background checks as appropriate to the position.

**305.1.8.4 Confidentiality.** Criminal histories shall be considered confidential, whether self-disclosed or obtained from a third-party.

**305.2 Faculty Appointment Classifications.**

**305.2.1** Compliance with Immigration Laws. All candidates for faculty positions must possess and maintain the authorization and necessary official documents to be employed at Indiana State University under the terms of the Immigration Reform and Control Act. (See also Section 575.)

**305.2.2** **Letters of Appointment**. Faculty appointments are made by letter from the Provost and Vice President for Academic Affairs. The precise terms and conditions of the appointments shall be stated in writing and in the possession of the appointee and the University before the appointment is consummated.

**305.2.3 Regular Evaluations.** The performance of faculty members on renewable term appointments (regular and temporary; full-time and part-time) shall be regularly evaluated with established criteria and performance standards appropriate to their positions.

**305.2.4 Regular Faculty.** Regular Faculty shall include tenured and tenure-track faculty, and shall also include instructors who perform at least 15 hours of instruction, or equivalent, and who work pursuant to a 2-5 year or a rolling contract. Initial appointments of regular tenured and tenure-track faculty are made at the rank of assistant professor/librarian, associate professor/librarian, or professor/librarian. Regular non-tenure-track faculty are appointed with the rank of Instructor.

**305.2.4.1 Hiring Procedures for Regular Faculty Appointments.**

**305.2.4.1.1 Compliance with EEO/AA.** Activities relative to the screening, selection and appointment of faculty members are done in accordance with equal opportunity and affirmative action procedures (Section 920).

**305.2.4.1.2 No Nepotism.** Faculty members and administrators shall not participate in institutional decisions involving a direct benefit (initial appointment, reappointment, promotion, tenure, salary, leave of absence) to members of their immediate families, households, or significant others. (See Section 502, Nepotism Policy.)

**305.2.4.1.3 Procedures.** The procedures for selecting candidates for faculty positions are as follows: A. Each department determines its faculty needs on the basis of its discipline, mission, schedule requirements, anticipated enrollments, and existing faculty. B. A list of positions to be filled is compiled in the Provost and Vice President for Academic Affairs Office, and each dean and chairperson is notified of the staff allocations. Positions are advertised nationally and regionally, through professional media, contacts with other universities, and by other means to secure a large and diverse pool of qualified candidates. C. Applications, reference letters/lists, and credentials are received for evaluation by search committees through department chairpersons. D. Initial screening of candidates is done by an appropriate departmental search committee. The application materials of candidates selected for further consideration are then reviewed by the chairperson, dean, and the Equal Opportunity officer. E. Selected candidates are invited to campus for personal interviews. F. The decision to recommend a candidate to the University President for appointment is made by the appropriate department faculty, chairperson, dean, and the Provost and Vice President for Academic Affairs. In cases where there is lack of support at any level and the University President chooses to recommend a candidate, the University President shall convey this information to the ISU Board of Trustees. G. Regular faculty appointments shall be approved by action of the ISU Board of Trustees upon recommendations of the University President.

**305.2.4.1.4 Letters of Appointment.** Appointment letters shall contain notice of the years of previous service to be credited together with the dates of eligibility for promotion and tenure. Such letters shall also specify general requirements for reappointment, promotion and tenure. Performance goals shall be specified during the appointee's annual probationary reviews.

**305.2.5 Temporary Faculty.** Temporary Faculty consists of both full-time and part-time faculty. Temporary Faculty members have academic rank and are appointed with the titles of Lecturer I, II, or III according to their training and prior experience at Indiana State University or elsewhere. Salary differentials should be aligned with these levels. A Lecturer I is a faculty member who has been appointed four terms or fewer. A Lecturer II is a faculty who has an advanced degree and has been appointed a minimum of four terms or has equivalent experience. A Lecturer III is a faculty member with at least one advanced degree who has been appointed a minimum of eight terms or has equivalent experience. Temporary Faculty also includes Instructors.

**305.2.5.1** Full-Time Temporary Faculty. Full-time Temporary Faculty shall be assigned to a 15-credit-hour teaching load, or equivalent, each semester, and shall teach pursuant to either a 1-semester or a 1-year contract.

**305.2.5.1.1** Lecturers. Lecturers teach pursuant to a 1-semester or 1-year contract.

**305.2.5.1.2** Instructors. Instructors teach pursuant to a 2-year to 5-year contract.

**305.2.5.2** Part-Time Temporary Faculty. Temporary Faculty shall be assigned 3 to 12-credit-hour teaching load for a one-semester/term period, and include only Lecturers.

**305.2.6** Affiliate Faculty. Individuals who, by virtue of their credentials and expertise, are deemed qualified to make significant contributions to an academic unit may be qualified to be considered for affiliate faculty status. Examples of contributions might include coadvising a student organization, participating in student research, serving on graduate committees, teaching courses, collaborating on research projects, and serving as an offcampus clinical preceptor. Individuals who are traditionally referred to as visiting faculty, post-doctoral appointees, and clinical preceptors, among others, may hold affiliate faculty status. All such appointments will be supported by the academic unit, the dean of the unit, and the Provost.

**305.3 Criteria for Academic Rank.**

**305.3.1** **Degree.** Terminal degree in a field appropriate to the discipline in which the candidate teaches, and where appropriate, conducts research, scholarship, or creative activity is required for tenure or promotion. Exceptions may be made in cases of persons of indisputable national renown.

**305.3.2 Academic Ranks**. The academic ranks for the regular faculty shall be Instructor, Assistant Professor/Librarian, Associate Professor/Librarian and Professor/Librarian.

**305.3.3 Time in Rank.** Assistant professors are eligible to apply for the academic rank of associate professor in their sixth year. Associate professors are eligible to apply for the academic rank of professor in their fourth year at ISU.

**305.3.3.1 Assistant Professor/Librarian.** Documented evidence of adequacy in teaching or librarianship; of potential for achievement in research, scholarship, or creative activity; and of service appropriate to the mission of the faculty member's academic unit are required. Faculty members are to demonstrate continuous professional growth in teaching or librarianship; research, scholarship, or creativity; and service.

**305.3.3.2 Associate Professor/Librarian.** Documented evidence of effective teaching or librarianship; a record of research, scholarship, or creative activity which has earned professional recognition at the national or regional level; and evidence of effective service to the University and to either the community or the profession are required.

**305.3.3.3 Professor/Librarian.** Documented evidence of sustained effective teaching or librarianship; of a record of substantial accomplishment in research, scholarship, or creativity which has led to professional recognition at the national level; and of active, substantive service to the University and to both the community and the profession are required.

**305.3.4 Standard of Achievement by Rank.**

**305.3.4.1 Instructor.** Documented evidence of adequacy in teaching; and in particular cases, service appropriate to the mission of the faculty member’s academic unit are required. Faculty members are to demonstrate continuous professional growth in teaching.

**305.3.4.2 Assistant Professor/Librarian.** Documented evidence of adequacy in teaching or librarianship; of potential for achievement in research, scholarship, or creative activity; and of service appropriate to the mission of the faculty member’s academic unit are required. Faculty members are to demonstrate continuous professional growth in teaching or librarianship; research, scholarship, or creativity; and service.

**305.3.4.3 Associate Professor/Librarian.** Documented evidence of effective teaching or librarianship; a record of research, scholarship, or creative activity which has earned professional recognition at the national or regional level; and evidence of effective service to the University and to either the community or the profession are required.

**305.3.4.4 Professor/Librarian.** Documented evidence of sustained effective teaching or librarianship; of a record of substantial accomplishment in research, scholarship, or creativity which has led to professional recognition at the national level; and of active, substantive service to the University and to both the community and the profession are required.

**305.4 Criteria for Reappointment, Tenure, and Promotion.**

**305.4.1 Documented Evidence and Record.** The award of tenure requires documented evidence of effective teaching or librarianship; a record of research, scholarship, or creative activity which has earned professional recognition; and a record of effective service to the University and to either the community or the profession.

**305.4.2 General Expectations Specified at Appointment. General** expectations for faculty achievements in teaching and the relative importance of teaching or librarianship; research, scholarship, or creative activities; and service shall be specified at the time of initial appointment.

**305.4.3 Performance Goals.** Specific performance goals shall be established during the annual reviews of probationary faculty. The goals established during the annual review process form the foundation for evaluations for tenure in terms of criteria and performance standards established by the faculty member's academic unit.

**305.4.4 Probationary Reviews.** In annual probationary reviews, the department level recommendations and the faculty member's materials are forwarded to the dean, who reviews them, makes an independent recommendation, and forwards it to the Provost and Vice President for Academic Affairs. Each year of probationary review, faculty members shall sign their evaluation forms to indicate awareness of the comments on the forms. The signed forms are returned to the chairperson and the dean.

**305.4.5 Third Year Reviews.** No later than the third year of probationary periods of five (5) or more years, the candidate is reviewed by the school, college, or library promotion and tenure committees. Before evaluations are placed in faculty members' permanent files, they shall be given ample opportunity to append comments or rebuttal to the evaluation forms. In the event a substantive change is made in an evaluation at any point subsequent to the department level, the faculty member shall be provided a copy of the revised evaluation and shall be given an opportunity to respond in writing.

**305.4.6 First Year Notice of Reappointment or Non-Reappointment.** During the first year of the probationary period at Indiana State University, faculty members shall be notified of their reappointment or non-reappointment by written statement from the University President or the Provost and Vice President for Academic Affairs, no later than March 1.

**305.4.7 Second Year Notice of Reappointment or Non-Reappointment.** During the second year of the probationary period, notice of reappointment or nonreappointment shall be given no later than December 15.

**305.4.8 Third Year and After Notice of Reappointment or Non-Reappointment.** Starting with the third year of the probationary period, notice of reappointment or non-reappointment shall be given at least twelve (12) months before the expiration of the appointment.

**305.4.9 Method of Notice of Reappointment and Non-Reappointment.** The notification of reappointment shall be by first class mail. Notification of nonreappointment shall be sent by certified mail with return receipt.

**305.4.10 Tenure and Promotion for Associate Professor/Librarian.** Because tenure and promotion shall be linked for individuals at the assistant professor/librarian level, such candidates are awarded tenure only upon meeting the evaluative criteria and performance standards for promotion to the rank of associate professor/librarian. Such candidates need only submit one (1) set of documentation to support their candidacy for promotion and tenure.

**305.4.11 Mission and Need of Department.** The award of tenure may also be contingent upon the mission and need of the department at the time the tenure decision is made, as stated in AAUP Policy Documents and Reports.

**305.5 Policy Regarding Awarding of Tenure.**

**305.5.1 Tenure Generally not Transferable to ISU.** Academic tenure at Indiana State University is earned through faculty achievements at ISU; it is not transferable from another institution, except as cited below. An administrator shall not have tenure in office; tenure as a faculty member is a matter of separate right.

**305.5.2 General Time Requirements for Consideration of Tenure.** Tenure-track faculty members become eligible for continuous appointment (award of tenure) after satisfactorily completing a probationary period with annual reviews and six (6) years of full-time service in accredited institutions, at least four (4) of which must have been served under a tenure-track appointment at Indiana State University, except as cited below. During the probationary period, the appointee shall be given term appointments of not more than one (1) academic year. Service under a full-time temporary or part-time temporary appointment shall not ordinarily be counted as part of the required probationary period.

**305.5.3 Delay; Extension.** During the Probationary period, a candidate for tenure may apply for leave under the Family and Medical Leave Act, or for leave without pay in the event of a birth or adoption, or a family illness (see Faculty & Academic Policies: Leave without Pay; Compensation & Benefits: Faculty Leave Policy; and Family and Medical Leave Act Guidelines). In such cases tenure eligibility will be delayed automatically (as specified below).

**305.5.3.1 FMLA Leave Qualification.** Candidates who qualify for leave under FMLA, even if they do not take a leave, may elect a one-year extension of the tenure probationary period by notification to their Department Chair who will transmit their decision to the Dean and the Provost and Vice-President for Academic Affairs.

**305.5.3.2 Extraordinary Circumstances.** Candidates with other extraordinary circumstances (e.g., death of a child, spouse or partner, catastrophic loss due to fire/flood/tornado, etc) may request a oneyear extension of their probationary period (Such requests are initiated at the Department Level and reviewed as a normal personnel matter, e.g., Personnel Committee, Department Chair, Dean, Provost & VP Academic Affairs).

**305.5.3.3 Length of extension.** A maximum of two, one-year extensions may be taken.

**305.5.3.4 Certification.** Certification of the qualifying circumstances shall be obtained within fifteen calendar days after the extension is elected or requested.

**305.5.3.5 Continued Commitment.** In consultation with their Chair, candidates who request or elect extensions, who are not taking a leave, shall maintain a workload that demonstrates continued commitment to their faculty responsibilities. Faculty receiving extensions must demonstrate progress toward meeting stipulated conditions for continued reappointment during this extended period.

**305.5.3.6 Impact of Extension on Tenure Review.** In their tenure-year review, any extensions a candidate may have received are immaterial to the tenure decision. Candidates are expected to meet only the criteria stated in University-approved tenure policies and letters of appointment.

**305.5.4 Interruptions of Probationary Period.** An interruption of the probationary period, reducing the academic year to less than a full-time service period, shall result in a delay of tenure eligibility until the entire probationary period has been completed, except where the faculty member and the Provost and Vice President for Academic Affairs (after consultation including the appropriate faculty group) agree in advance to modify the requirements for professional advancement.

**305.5.5 Link between Promotion and Tenure.** Promotion and tenure shall be linked for individuals at the assistant professor/librarian level.

**305.5.6 Eligibility for Tenure.** Individuals beginning their probationary periods at the rank of assistant professor/librarian become eligible to apply for an award of tenure during the sixth year of continuing faculty achievements under a Tenure-track faculty appointment in accredited institutions, at least four (4) years of which must have been served under a Tenure-track faculty appointment at Indiana State University. Such candidates are awarded tenure only upon meeting the evaluative criteria and performance standards for promotion to the rank of associate professor/librarian.

**305.5.6.1 Exceptions to General 6-Year Rule**. Under exceptional circumstances, a candidate in the fourth or fifth pre-tenure year may be considered for promotion and tenure prior to the end of his/her stated probationary period. For this to occur, the candidate's exceptionality must be formally recognized by his/her chairperson's nominating the candidate for early consideration, and the candidate must, in turn, earn the support of every reviewing entity in the process.

**305.5.6.2 Review Process Stopped upon Negative Recommendation.** A negative recommendation from any review committee or administrative reviewer stops the review process.

**305.5.6.3 Right to Appeal.** The candidate has the same right to appeal the decision as any other candidate and must follow the same appeal process as defined below.

**305.5.6.4 Preclusion of Early Tenure.** A negative recommendation in either the review or an appeal precludes the possibility of the candidate being given early consideration at a future date but does not terminate employment.

**305.5.7 Prior Service Credit at Associate Level**. Individuals beginning their probationary period at the rank of associate professor/librarian may be given credit for up to five (5) years of faculty achievements at other accredited institutions. If such credit is granted, these appointees may apply during the year in which the years credited and the years of service at Indiana State University total six (6). For example, an associate professor/ librarian credited with three (3) years from another institution could apply during his/her third year at Indiana State University.

**305.5.8 Prior Service Credit at Professor Level.** Individuals beginning their probationary period at the rank of professor/librarian may be given credit for up to five (5) years of faculty achievements at other accredited institutions. These appointees become eligible to apply for tenure during the year in which the years credited and the years at Indiana State University total six (6). For example, a professor/librarian credited with four (4) years from another institution could apply during his/her second year at Indiana State University.

**305.5.9 Waiver of Probationary Period.** The probationary period for professor/librarian or associate professor/librarian may be waived and tenure may be awarded at the time of appointment, subject to the following conditions: a) the appointee must have previously earned tenure and rank of associate professor or professor at one (1) or more accredited educational institutions; b) the academic department and the program area to which the candidate is to be assigned must recommend appointment with tenure; c) a positive recommendation shall advance through the department committee and chairperson; the school/college committee, and the school/college dean to the Provost and Vice President for Academic Affairs at the same time as the request to hire is forwarded; and d) and the University President shall convey the actions on the recommendation at each level to the ISU Board of Trustees at the first meeting following receipt of the recommendation to hire. Tenure will be effective as of the date stipulated as the first date of service.

**305.5.10 Notice.** For all ranks, recommendations on tenure shall occur consistent with University provisions for timely notice.

**305.5.11 Effective Date.** Tenure is effective with the beginning of the fall semester of the next academic year, or July 1 in the case of librarians.

**305.5.12 Academic Freedom during Probationary Period.** During the probationary period, the faculty member shall have the same academic freedom that all other members of the faculty hold.

**305.6 Policy for Promotion and Tenure Reviews.**

**305.6.1 Possible Outcomes upon Review.** Annual probationary reviews result in a recommendation for reappointment, conditional reappointment, or non-reappointment. Faculty members who do not demonstrate continuing achievement in the interrelated activities of teaching or librarianship; research, scholarship, and creativity; and service shall be conditionally reappointed or terminated.

**305.6.2 Notice of Outcome in Writing.** During the annual probationary review process, faculty members shall be notified in writing of their progress toward promotion and tenure. Evidence of unsatisfactory performance, insufficiency of evidence, and any other matter which might serve as a basis for conditional reappointment or subsequent non-renewal of the appointment shall be clearly specified in the notification. Means of remediation for conditionally reappointed faculty shall also be specified in writing.

**305.6.3 Evaluative Criteria and Responsibility for Assessment.** Each department, and the college/schools/library shall maintain specific evaluative criteria and performance standards for promotion and tenure, and candidates shall be regularly apprised of their progress in meeting them. The candidate's departmental colleagues shall have primary authority and responsibility for assessing academic discipline-specific faculty achievements.

**305.6.4 Peer Review Committees.** Each department and the college/schools/library shall elect peer review committees of tenured faculty members to evaluate the achievements of candidates for promotion and tenure. Chairpersons and deans shall not serve on these committees, and faculty members shall participate in no more than one (1) recommendation on a given case. It is the candidate's responsibility to present to reviewing bodies evidence of achievements in the related activities of teaching or librarianship; research, scholarship or creativity; and service.

**305.6.5 University Promotions and Tenure Oversight Committee.** The University shall maintain consistent evaluative criteria and performance standards for the assignment of academic rank and award of tenure. To that end, the University Promotions and Tenure Oversight Committee reviews the specific evaluative criteria and performance standards and processes of the departments, the schools, the college, and the library. The purpose of such reviews is to promote continuous improvement in the review process and to advise on the relative effectiveness of the unit's guidelines and practices in supporting faculty achievements as described above.

**305.6.6 Appeals of Denial of Promotion and Tenure.** 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; or c) violations of academic freedom.

**305.6.6.1 Burden of Proof for Appeal.** It is the candidate's responsibility to provide evidence that documents the basis for the appeal. If the University Promotions and Tenure Oversight Committee determines that the appeal warrants a hearing, it shall conduct one. The burden of proof rests upon the appellant.

**305.7 Procedures for Promotion and Tenure Reviews.**

**305.7.1 Departmental Review.** Candidates for promotion and tenure submit to their departments materials documenting their achievements in teaching or librarianship; research, scholarship, and creative activity; and service. These materials are reviewed independently by the department committee and chairperson. Each makes a separate recommendation, applying the recognized department evaluative criteria and performance standards, and taking into account the precise terms and conditions of the appointment letter and the comments generated during previous annual reviews. Candidates are notified of these recommendations and their rationales.

**305.7.1.1 Positive Recommendations.** If both department level recommendations are positive, the candidate's materials and the recommendations are forwarded to the appropriate school or college for consideration.

**305.7.1.2 Cases of any Negative Recommendations.** If one or both of the department-level recommendations are negative, candidates may choose to a) terminate the process; or b) prepare a response, which is forwarded with their materials to the next level of review. 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 (1) academic year following the year of the process. A tenured candidate for promotion who terminates the promotion review process may later apply for promotion without prejudice.

**305.7.2 School/College/Library Review.** Candidates' materials are evaluated independently by their school/college/library committees and deans, whose separate recommendations are based on the unit's evaluative criteria and performance standards. The school/college/library reviewers shall not substitute their own assessment of academic discipline-specific faculty achievements for that of the department. Candidates are notified of the committee's and dean's recommendations and rationales.

**305.7.2.1 Positive Recommendations.** If both recommendations are positive, they are forwarded with the candidate's materials to the Provost and Vice President for Academic Affairs.

**305.7.2.2 Cases of any Negative Recommendations.** If one, or both, of the recommendations is negative, candidates may elect to a) terminate the review process, or b) prepare a written response which is forwarded with their materials to the next level of review. A copy of the written response is also forwarded to the candidate's department committee and chairperson. 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 (1) academic year following the year of the process. A tenured candidate for promotion who terminates the promotion review process may later apply for promotion without prejudice.

**305.7.3 Provost and Vice President for Academic Affairs Review.** The Provost and Vice President for Academic Affairs reviews recommendations from the department level reviews and from the school/college/library level reviews as well as the candidate's responses and documentation and then makes recommendations for promotion and tenure.

**305.7.3.1 Inconsistent Recommendations.** In cases where recommendations from the department, school/college/library, and deans level are inconsistent, before making his/her recommendation, the Provost shall consult jointly with the chairperson (or appropriate representative) of the department personnel committee, the chairperson of the department, the chairperson of the school/college/library committee, and the dean. In cases where the recommendations are consistent at the previous levels, but the Provost intends to disagree, he/she shall consult, as above, with those who made the recommendations.

**305.7.3.2 Notice of Decision.** The Provost and Vice President for Academic Affairs notifies the candidate of his/her recommendation. The candidate's dean, school/college/library committee, department chairperson, and department committee are also informed of this recommendation. Positive recommendations are forwarded to the University President.

**305.7.3.3 Negative Recommendation.** If the recommendation from the Provost and Vice President for Academic Affairs is negative, candidates may elect to a) terminate the review process, or b) formally appeal negative recommendations to the University Promotions and Tenure Oversight Committee (see "Appeals" below). 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 (1) academic year following the year of the process. A tenured candidate for promotion who terminates the promotion review process may later apply for promotion without prejudice.

**305.7.4 Review by President and Board of Trustees.** The Provost and Vice President for Academic Affairs forwards recommendations to the University President. The University President makes recommendations for promotion and tenure to the ISU Board of Trustees in time for consideration at its May meeting.

**305.8 Appeals.** 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; or c) violations of academic freedom.

**305.8.1 Evidence**. It is the candidate's responsibility to provide evidence that documents the basis for the appeal. The Committee reviews the candidate's materials and responses.

**305.8.2 Standard of Review.** In appeals alleging inadequate consideration, the Committee shall not substitute its own assessment of academic discipline-specific faculty achievements for that of the department in determining whether or not to recommend the promotion or tenure of a faculty member.

**305.8.3 Hearing.** If the University Promotion and Tenure Oversight Committee determines that the appeal warrants a hearing, it shall conduct one. The burden of proof rests upon the appellant.

**305.8.4 Report of Findings.** The Committee shall report its findings, conclusions, and recommendation for or against reappointment, promotion and/or an award of tenure to the candidate through the Provost and Vice President for Academic Affairs, who forwards the Committee's findings and recommendation together with his/her own recommendation to the University President.

**305.8.4.1 Negative Recommendation**. 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/her materials to the University President. In choosing to terminate the process, except in cases of early consideration, a candidate for tenure also withdraws from consideration for further tenured or tenure-track faculty appointment at Indiana State University beyond one (1) academic year following the year of the process. A tenured candidate for promotion who terminates the appeal process may later apply for promotion without prejudice.

**305.8.5 Continuation of Appeal Process.** 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 recommendation together with his/her own recommendation to the University President. The University President shall confer informally with the Committee before making his/her recommendation.

**305.8.6 Recommendation by President.** After the findings, conclusions, and recommendation from the University Promotions and Tenure Oversight Committee have been forwarded to the University President, and the University President confers with the Committee and makes his/her recommendation, the appeal process is completed.

**305.8.7 Decision by ISU Board of Trustees.** The University President conveys his/her recommendation together with the recommendations from the department level review, from the school/college/library level review, from the University Promotions and Tenure Oversight Committee, and from the Provost and Vice President for Academic Affairs to the ISU Board of Trustees, which makes the final decision regarding promotions and the awarding of tenure.

**305.9 University Promotions and Tenure Oversight Committee.**

**305.9.1 Functions.** The functions of the University Promotions and Tenure Oversight Committee include but are not limited to the following: A. Maintain guidelines for the documentation of achievements for promotion and tenure. B. Help orient new faculty to the promotion and tenure processes. C. Promote continuous improvement in the review and appeal processes. D. Promote consistency in the promotion and tenure review processes across academic units and assure criteria and performance standards are consistent with University policies and procedures relative to the awarding of academic rank and tenure, while also insuring flexibility necessary to meet differing disciplinary and unit missions. E. Serve as a resource for faculty and administrators who make tenure and promotion recommendations and for faculty at large. F. Hear appeals of recommendations for non-renewal during the probationary period and negative promotion and tenure decisions based on inadequate consideration or violations of academic freedom.

**305.9.1.1 Subject to Senate Authority.** The activities and products of the University Promotions and Tenure Oversight Committee are subject to the University Faculty Senate’s primary authority to formulate policy and procedures governing faculty appointment and awards of academic rank and tenure. Proposals for changing faculty appointment, promotion and tenure policies and procedures shall be submitted to the University Faculty Affairs Committee of the University Faculty Senate.

**305.9.2 Composition.** The members of the University Promotions and Tenure Oversight Committee shall be elected to staggered three-year terms by the faculty from the professional Colleges (except the College of Graduate and Professional Studies) and the library, with three (3) members elected from the College of Arts and Sciences, and one (1) from each remaining College and the library. Only tenured faculty members are eligible to serve.

**305.10 Hiring Procedures for Regular, Non-Tenure Track, and Temporary faculty.**

**305.10.1 Recruitment and Selection Requirements.** Each department shall define in writing the qualifications, standards, and procedures for recruiting and selecting regular non-tenure-track (Instructors) and temporary faculty (Lecturers), in keeping with the procedures articulated by the Offices of Human Resources and Equal Opportunity. When Instructors and Lecturers are needed, each department shall recruit and assemble a pool of qualified candidates to fill those positions. Faculty who are employed and perform their duties satisfactorily shall remain in the pool.

**305.10.2 Time for Appointment; Inclusion in Departmental Activities.** In normal circumstances departments are expected to appoint all Instructors and Lecturers at least four weeks prior to the beginning of the academic term of service. In addition, departments are encouraged to include such faculty in departmental activities.

**305.10.2.1 Conditions of Employment.** Each academic unit (department or college) in consultation with Academic Affairs shall develop an orientation process and provide a regular program of professional development for Instructors and Lecturers. This may include opportunities to attend programs sponsored by the campus, ongoing workshops and support unique for this group of faculty, etc. for non-tenure track faculty. Each academic unit shall provide office space, supplies, communication equipment, computer access, and other support necessary for Instructors and Lecturers to carry out their duties.

**305.10.3 Rationale for Staffing.** Departments where Instructors and Lecturers routinely teach more that 25 percent of the total instructional hours shall submit rationales for such staffing at the time of their program reviews. The rationales should be based on academic quality, appropriate assignment of faculty, positive effects on program delivery, and fiscal management. Continued funding for such levels of Instructors and Lecturer faculty employment shall be dependent on the favorable evaluation of the rationale by the dean, and the Provost and Vice President for Academic Affairs. No more than 35 percent of the University’s total instructional hours should be taught by non-tenure track faculty.

**305.11 Appointment, Evaluation and Renewal of Regular Non-Tenure Track and Temporary Faculty**.

**305.11.1 Regular Non-Tenure Track Faculty (Instructors).**

**305.11.1.1 Term of Appointment.** Instructors are appointed for a term of three academic years. Instructor appointments are renewable.

**305.11.1.2 Responsibilities.** Instructors may be assigned instructional and noninstructional duties including any combination of teaching, librarianship, supervision, clinical activities, research, creative activity, or service. Assigned duties must amount to a 15 credit-hour instructional load or equivalent each academic term. The general responsibilities of the position shall be articulated by the Provost in appointment letter.

**305.11.1.3 Evaluation. Policy for Instructors Reviews.**

**305.11.1.3.1 Evaluative Criteria and Responsibility for Assessment.** Each department and the college/school/library shall maintain specific evaluative criteria and standards for satisfactory performance by Instructors and ensure that the criteria and standards are easily accessible. The candidate’s departmental colleagues shall have primary authority and responsibility for assessing academic discipline-specific achievements.

**305.11.1.3.2 Peer Review Committees**. Each department shall elect peer review committees of regular faculty members, including at least one tenured member and one Instructor, to evaluate the performance of Instructors, where appropriate. Chairpersons and deans shall not serve on these committees. It is the Instructor’s responsibility to present to reviewing bodies evidence of satisfactory performance in the specified areas of responsibility in accordance with the available evaluative criteria and standards.

**305.11.1.3.3 Possible Outcome of Review.** Annual reviews result in a recommendation for continuation or termination of contract during the contract period and reappointment or nonreappointment in final year of the contract period. Contracts of Instructors who do not demonstrate satisfactory performance shall be terminated. Termination of contract or nonreappointment is also contingent upon the mission and need of the department as well as available resources at the time the review decision is made. Instructors who receive recommendations of reappointment (in the third or subsequent year of an appointment) may be offered an appointment as a part-time temporary faculty for the subsequent term when continuing need is demonstrated and resources remain available.

**305.11.1.4 Procedures for Annual Review of Regular, Non-Tenure Track Faculty (Instructors).**

**305.11.1.4.1 Review Calendar**. The annual review of Instructors during an initial appointment will follow the due dates established for Regular Faculty in their first year, second, and third year, consecutively. If reappointed to a second three-year contract, Instructors will follow the due dates established for Regular Faculty in their fourth, fifth, and sixth year, consecutively. Instructors reappointed after a sixth consecutive year will submit materials biennially for review.

**305.11.1.4.2 Departmental Review.** Instructors submit to their departmental materials documenting their achievements in their areas of responsibility. These materials are reviewed independently by the department committee and chairperson. Each makes a separate recommendation, applying the recognized department evaluative criteria and performance standards, and taking into account the terms and conditions of the appointment and comments generated during previous annual reviews. Candidates are notified of these recommendations and their rationales in accordance with the annual calendar of due dates published by the department.

**305.11.1.4.3 Positive Recommendations.** If both department level recommendations are positive, the instructor’s materials and the recommendations are forwarded to the appropriate Dean for consideration.

**305.11.1.4.4 Cases of any Negative Recommendations.** If one or both of the department-level recommendations are negative, instructors may choose to 1) terminate the process; or b) prepare a response within five (5) working days, which is forwarded with their materials to the next level of review. In choosing to terminate the process an instructor withdraws from consideration for further regular faculty appointment for a period of at least one year in the reviewing department at Indiana State University.

**305.11.1.4.5 College/Library Review.** Candidates’ materials are evaluated independently by their deans, whose separate recommendation is based on the unit’s recognized evaluative criteria and performance standards. The dean shall not substitute his/her own assessment of academic discipline-specific faculty achievement for that of the department. Candidates are notified of the committee’s and dean’s recommendations and rationales in accordance with the calendar of due dates published annually by Academic Affairs and the respective Colleges.

**305.11.1.4.6 Positive Recommendations.** If the Dean’s recommendation is positive it is forwarded with the candidate’s materials to the Provost and Vice President for Academic Affairs.

**305.11.1.4.7 Cases of any Negative Recommendations.** If the Dean’s recommendation is negative, candidates may elect to a) terminate the review process, or b) prepare a written response within five (5) working days, which is forwarded with their materials to the next level of review. A copy of the written response is also forwarded to the candidate’s department committee and chairperson. In choosing to terminate the process, the instructor also withdraws from consideration for further regular faculty appointment for a period of at least one year in the reviewing department at Indiana State University.

**305.11.1.4.8 Provost and Vice President for Academic Affairs Review.** The Provost and Vice President for Academic Affairs reviews candidate materials, recommendations from the department and the Dean as well as the candidate’s responses and makes a recommendation for continuation or termination or reappointment.

**305.11.1.4.9 Notice of Decision.** The Provost and Vice President for Academic Affairs notifies the Instructor of his/her recommendation. The candidate’s dean, department, chairperson, and department committee are also informed of this recommendation. Positive recommendations are forwarded to the University President.

**305.11.1.4.10 Negative Recommendation.** If the recommendation from the Provost and Vice President for Academic Affairs is termination of contract, candidates may elect to a) terminate the review process, or b) formally appeal the recommendation to the University Promotions and Tenure Oversight committee (see “Appeals” below). In choosing to terminate the process, an Instructor also withdraws from consideration for further regular faculty appointment for a period of at least one year in the reviewing department at Indiana State University.

**305.11.1.5 Notification.**

**305.11.1.5.1 Notice of Outcome in Writing**. Instructors shall be notified in writing of the outcome of their reviews. Evidence of unsatisfactory performance, insufficiency of evidence, and any other matter which might serve as a basis for termination shall be clearly specified in the notification.

**305.11.1.5.2** Instructors shall be notified of the outcome of annual reviews by the date specified on the calendar of due dates published annually by Academic Affairs.

**305.11.1.5.3 Method of Notice of Continuation, Reappointment or Termination**. The notification of continuation or reappointment shall be by first class mail. Notification of termination shall be sent by certified mail with return receipt.

**305.11.1.6 Appeal.** Recommendation of termination may be appealed to the University Promotions and Tenure Oversight Committee. 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; or c) violation of academic freedom.

**305.11.1.6.1 Evidence.** It is the candidate’s responsibility to provide evidence that documents the basis for the appeal. The committee reviews the candidate’s materials and responses.

**305.11.1.6.2 Standard of Review.** In appeals alleging inadequate consideration, the Committee shall not substitute its own assessment of academic discipline-specific faculty achievements for that of the department in determining whether or not to recommend the promotion or tenure of a faculty member.

**305.11.1.6.3 Hearing.** If the University Promotions and Tenure Oversight Committee determines that the appeal warrants a hearing, it shall conduct one. The burden of proof rests upon the appellant.

**305.11.1.6.4 Report of Findings.** The Committee shall report its findings, conclusions, and recommendations for or against continuations, renewal, or termination to the candidate through the Provost and Vice President for Academic Affairs, who forwards the Committee’s findings and recommendation together with his/her own recommendation to the University President.

**305.11.1.6.5 Negative Recommendation.** 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/her materials to the University President. In choosing to terminate the process, the instructor also withdraws from consideration for further regular faculty appointment for a period of at least one year in the reviewing department at Indiana State University.

**305.11.1.6.6 Continuation of Appeal Process.** 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 recommendation together with his/her own recommendation to the University President. The University President shall confer informally with the Committee before making his/her recommendation.

**305.11.1.6.7 Recommendation by President.** After the findings, conclusions, and recommendation from the University Promotions and Tenure Oversight Committee have been forwarded to the University President, and the University President confers with the Committee and makes his/her recommendation, the appeal process is completed.

**305.11.2 Temporary Non-Tenure Track Faculty (Lecturers).**

**305.11.2.1 Term.** Temporary Faculty are appointed on an Academic year (full-time) or semester/term (part-time)basis.

**305.11.2.2 Responsibilities.** Lecturers will be assigned instructional and noninstructional duties including any combination of teaching, librarianship, supervision, clinical activities, research, creative activity, or service. Assigned duties must amount to a 15 credit-hour instructional load or equivalent each academic term (FT) or a 1-15 credit-hour instructional load or equivalent per term of instruction (PT). The specific responsibilities of the position shall be articulated in writing by the department chairperson and agreed to by the Lecturer at the time of appointment.

**305.11.2.3 Evaluation.** Temporary faculty shall be evaluated once annually. The evaluation shall be based on the written expectations articulated at the time of appointment by the Department Chairperson and approved by the Dean and Provost.

**305.11.2.3.1 Evaluative Criteria and Responsibility for Assessment.** Each department and the college/library shall maintain specific evaluative criteria and standards for satisfactory performance by Lecturers. The candidate’s departmental colleagues shall have primary authority and responsibility for assessing academic discipline-specific achievements.

**305.11.2.3.2 Peer Review Committees.** Each department shall elect peer review committees of faculty members, including at least one tenured faculty member, one Instructor, and one Lecturer, where appropriate, to evaluate the performance of Lecturers. Chairpersons and deans shall not serve on these committees. It is the Lecturer’s responsibility to present to reviewing bodies evidence of satisfactory performance in the specified areas of responsibility.

**305.11.2.3.3 Possible Outcomes upon Review.** Lecturers whose performance is judged to be satisfactory and where the need exists and the resources are available may be considered for reappointment. Reappointment may also be contingent upon the mission and need of the department at the time the review decision is made.

**305.11.2.4 Procedure for Annual Review of Temporary Faculty (Lecturers).**

**305.11.2.4.1 Departmental Review.** Lecturers submit to their departments materials documenting their achievements in their areas of responsibility. These materials are reviewed independently by the department committee and chairperson. Each makes a separate recommendation, applying the recognized department evaluative criteria and performance standards, and taking into account the terms and conditions of the appointment and comments generated during pervious annual reviews. Candidates are notified of these recommendations and their rationales in accordance with the review calendar published annually by departments.

**305.11.2.4.2 Positive Recommendations.** If both department level recommendations are positive, the lecturer’s materials and recommendations are forwarded to the appropriate dean for consideration.

**305.11.2.4.3 Cases of Negative Recommendations.** If one or both of the department-level recommendations is negative, Lecturers may choose to a) terminate the process; or b) prepare a response within the next five (5) days, which is forwarded with their materials to the next level of review. In choosing to terminate the process an Instructor withdraws from consideration for further faculty appointment for a period of at least once year in the reviewing department at Indiana State University.

**305.11.2.4.4 College/Library Review.** Candidates’ materials are evaluated independently by their deans, whose separate recommendation is based on the unit’s evaluative criteria and performance standards. The dean shall not substitute his/her own assessment of academic discipline-specific faculty achievements for that of the department. Candidates are notified of the committee’s and dean’s recommendations and rationales in accordance with the review calendar published by the College/Library.

**305.11.2.4.5 Positive Recommendations.** If the Dean’s recommendation is positive it is forwarded with the candidate’s materials to the Provost and Vice President for Academic Affairs.

**305.11.2.4.6 Cases of Inconsistent Recommendations**. If the Department and Dean’s recommendation are inconsistent, candidates may elect to a) terminate the review process, or b) prepare a written response within the next five (5) days, which is forwarded with their materials to the next level of review. A copy of the written response is also forwarded to the candidate’s department committee and chairperson. In choosing to terminate the process, the lecturer also withdraws from consideration for further faculty appointment for a period of at least one year in the reviewing department at Indiana State University.

**305.11.2.4.7 Cases of Negative Recommendations**. If the Dean and Department recommendation are negative, the process concludes.

**305.11.2.4.8 Provost and Vice President for Academic Affairs Review.** The Provost and Vice President for Academic Affairs reviews recommendations from the department and the Deans as well as the candidate’s responses and makes a recommendation for reappointment or nonreaapointment.

**305.11.2.4.9 Notice of Recommendation.** The Provost and Vice President for Academic Affairs notifies the Lecturer of his/her recommendation by November first (part-time temporary faculty with fall-only appointments) or on March 1 (full-time temporary faculty and part-time temporary faculty with fall and spring appointments or spring only appointments). The candidate’s dean, department chairperson, and department committee are also informed of this recommendation. Results of annual evaluations will be taken into consideration in any decision to re-appoint Lecturer (in accordance with the Hiring Procedures for Temporary Faculty) Nonreappointment is also contingent on the mission and need of the department and availability of resources.