RESPONSIBILITIES OF THE COMMITTEE

COLLEGE DEAN:

Tenure and Promotion

In relation to annual progress toward tenure recommendations or recommendations that reflect "deficiencies" with a faculty member's performance, the dean will approve or disapprove the department and/or college's recommendation. The college dean must:

1. make certain that the form letter includes reference to any condition(s) for continued employment which was originally stated in the initial appointment letter mailed to the faculty member by the President (Please note that exact wording for conditions of employment and dismissal dates should be verified with the Provost.);

2. make certain that any change in condition(s) is communicated to the Provost for approval;

3. make certain that the faculty member receives a copy of the progress letter or unsatisfactory progress letter with the conditions for continued employment. The letter is to be signed by the department chairperson, Department Promotion and Tenure chairperson, and college dean;

4. make certain that any changes in conditions are communicated to the faculty member in writing and in person. This letter, in addition to the form letter, is to be signed by the department chairperson, Department Promotion and Tenure chairperson, and the college dean;

5. notify the Provost that a faculty member has satisfied his/her condition for continued employment by the date required, (when a stipulation or condition of continued employment involves something other than the completion of a degree, indication that the condition has been satisfied must be communicated to the Provost.); or

6. notify the Provost when a faculty member does not satisfy his/her condition for continued employment by the date required, or

7. request an "extension" of the original date well before it expires.

8. provide the Provost with departmental and college votes for all levels and for all years.

9. provide a list of all recommended promotions within the college.

10. provide a current vita for all persons recommended for promotion and any additional supporting materials.

11. provide a letter of justification for each person recommended for promotion from the college dean to the Provost. (There is no form letter; however, the letter should do more than concur with the unit's decision).

12. provide supplemental external letters of evaluation for promotion to Professor.
RESPONSIBILITIES OF THE UNIT (DEPARTMENT, SCHOOL, OR CENTER):

**Tenure and Promotion** – See Faculty and Professional Personnel Handbook Policy Statement for Tenure and Promotion

1. Every department should have a specific evaluation sheet for rating a faculty member in relation to tenure and promotion. This rating sheet is to be kept on file by the chairperson of the department.

2. The burden of proof in all matters is upon the faculty member to provide evidence of excellence. Average performance is not evidence of excellence.

3. It is essential that a faculty member be notified verbally and in writing of progress toward tenure and promotion, including cases where the chairperson disagrees with the committee on the decision.

4. Every candidate must receive a letter summarizing their strengths and weaknesses and listing expectations to be met for promotion and/or tenure.

5. In cases of unsatisfactory progress toward tenure and promotion, the faculty member must be made aware of the concerns (deficiencies) and expectations for improvement in writing and in person.

6. If an individual is to be dismissed at the end of the first year, then he/she must be notified by March 1 of the first year; if he/she is to be dismissed at the end of his/her second year, then he/she must be notified by December 15 of the second year. For those individuals who are in their third, fourth, fifth, sixth, or seventh year at Ball State, notice of non-reappointment or of the intention not to recommend reappointment to the Board of Trustees will be given at least 12 months before the expiration of the individual's appointment. Please contact the Provost’s office for dismissal dates for those hired mid-year.

7. Department votes for all tenure and promotion decisions must be sent forward to the dean and Provost.