TO: College Deans
    Department Chairpersons
    School Directors
    Center for Medical Education

FROM: Terry S. King
      Provost and Vice President for Academic Affairs

DATE: August 16, 2012

RE: Promotion and Tenure Materials and Calendar

Attached are this year’s guidelines for the Promotion and Tenure (P&T) process. Since the process originates with the unit, the unit has the responsibility to initiate the official letters that become part of the candidate’s P&T file. I encourage you to talk with your unit and college P&T committees and any secretarial staff who will prepare materials to be sure that each candidate’s materials come forward in an appropriate and timely manner.

Please note that all letters must be on official unit letterhead. Letters should follow the enclosed examples and no additional comments should be added to the letter unless there are stipulations for continued employment. Any stipulations should be specifically stated in the letter and discussed with the candidate. Also, please attach a current vita for each sixth- and seventh-year candidate only. All letters should be reviewed at the Dean level and be forwarded to the Provost’s Office from the Dean. Letters coming from a department without review by the appropriate dean will be returned. Please include votes at all levels for all years for tenure and for promotion when forwarding to the Provost.

Attached, please find the following:

1. Calendar of due dates and dates of activity related to the P&T process
2. Responsibilities of the college dean
3. Responsibilities of the unit (department, school, or center)
4. Sample letters for the unit (department, school, or center)
5. Sample form for stopping tenure clock
   (Please see page 76 2.81 of the Faculty and Professional Personnel Handbook for information regarding not counting tenure-creditable years.)

Should you have any questions, please feel free to contact my office.

cc: President Gora
    Jeanette Hoover
    Deans’ secretaries
    Department Chair secretaries
Attachments
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, September 14</td>
<td>Provost’s Office sends the Promotion and Tenure lists of faculty status to deans for verification</td>
</tr>
<tr>
<td>Friday, November 9</td>
<td>Second Year Dismissal Recommendation letters due to Provost</td>
</tr>
<tr>
<td>Monday, November 19</td>
<td>2013-2014 Unit and College Promotion and Tenure Documents due to <strong>Associate Provost</strong> for review by University Promotion and Tenure Committee</td>
</tr>
<tr>
<td>Tuesday, December 4</td>
<td>President sends Second Year Dismissal Recommendation letters</td>
</tr>
<tr>
<td>Friday, January 25</td>
<td>First Year Dismissal Recommendation letters due to Provost's Office</td>
</tr>
<tr>
<td>Friday, January 25</td>
<td>Progress Toward Tenure and Unsatisfactory Progress Toward Tenure Recommendation letters for first, second, third, fourth, and fifth year faculty due to Provost's Office (<em>vita not required</em>)</td>
</tr>
<tr>
<td></td>
<td>Recommendation for dismissal letters for third, fourth, and fifth year faculty due in Provost’s office</td>
</tr>
<tr>
<td></td>
<td>Recommendation for sixth year dismissal due to Provost’s Office [note: there is no unsatisfactory progress letter for sixth year]</td>
</tr>
<tr>
<td></td>
<td>Recommendation for Tenure letters for sixth year faculty due to Provost's Office (<em>vita must be attached</em>)</td>
</tr>
<tr>
<td></td>
<td>Recommendation for Granting of Tenure letters for seventh year faculty due in Provost’s Office (<em>vita must be attached</em>)</td>
</tr>
<tr>
<td>Friday, February 8</td>
<td>Recommendation for Promotion letters from deans, college, and unit Promotion and Tenure Committees due to Provost’s Office. (<em>vita must be attached</em>)</td>
</tr>
<tr>
<td>Friday, February 8</td>
<td>President sends First Year Dismissal letters to faculty</td>
</tr>
<tr>
<td>Friday, March 1</td>
<td>Provost sends First, Second, Third, Fourth, and Fifth Year Progress Toward Tenure letters and First, Second, Third, Fourth, and Fifth Year Unsatisfactory Progress Toward Tenure letters to faculty</td>
</tr>
<tr>
<td></td>
<td>Provost sends Third, Fourth, and Fifth Year dismissal letters to faculty</td>
</tr>
<tr>
<td>Friday, March 22</td>
<td>Provost sends Sixth year Recommended for Tenure letters to faculty</td>
</tr>
<tr>
<td></td>
<td>Provost sends Sixth year dismissal letters to faculty</td>
</tr>
<tr>
<td>Friday, March 22*</td>
<td>Provost sends all Recommendations for Promotions and Granting of Tenure to President</td>
</tr>
<tr>
<td>Friday, May 3*</td>
<td>President sends Promotion and Granting of Tenure letters to faculty</td>
</tr>
</tbody>
</table>

**REMINDER:** Third, Fourth, Fifth, and Sixth Year Dismissal letters must be sent to the faculty member at least twelve months before the appointment expires.

*This date may vary depending upon legislative action and other factors.*
RESPONSIBILITIES OF THE COLLEGE DEAN

Tenure

In relation to annual progress toward tenure recommendations or recommendations that reflect "deficiencies" with a faculty member's performance, the dean may 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 condition 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.

Promotion

For promotion, the following materials should be sent to the Provost:

1. A list of all recommended promotions within the college.

2. A current vita for all persons recommended for promotion and any additional supporting materials.

3. A letter of justification for each recommended person 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).

4. Supplemental external review letters for promotion to Professor.

5. Department and college committee votes for all promotions.
RESPONSIBILITIES OF THE UNIT (DEPARTMENT, SCHOOL, OR CENTER)

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

1. Every department should have a specific evaluation sheet for rating a faculty member in relation to tenure. 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 through conversation and in writing of his/her progress toward tenure. This should be done yearly, even if the tenure-clock has been stopped.

4. 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, or sixth 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.

5. Department votes for all tenure decisions should be sent forward to the dean and Provost.

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

1. A rating sheet must be maintained for any faculty member considered for promotion. It should be kept on file in the unit.

2. Department votes for all promotions to professor should be sent forward to the dean.
SAMPLE LETTER. PROGRESS TOWARD TENURE RECOMMENDATION FOR 1st, 2nd, 3rd, 4th, or 5th YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE

[date]

Dr. Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. We find [rank and last name]'s performance to reflect these standards and believe that [he/she] is making progress toward tenure. [Rank and last name] is completing [his/her] [number-word] tenure-credible year at Ball State University. [Note: If applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.]

The department chairperson has discussed with [rank and last name] the various factors including staffing needs and budgetary requirements that influence tenure recommendations, and [rank and last name] understands that satisfactory performance is not by itself a guarantee of a positive tenure recommendation.

_______________________  ______
Type name below signature    Date
Department P & T Chairperson

_______________________  ______
Type name below signature    Date
Department Chairperson

* ____________________  ______
*Type name below signature    Date
College P&T Chairperson

_______________________  ______
Type name below signature    Date
College Dean

[typist initials]

pc: [Rank and last name of faculty member]
*include this section only if applicable
SAMPLE LETTER.  PROGRESS TOWARD TENURE RECOMMENDATION LETTER FOR 1st, 2nd, 3rd, 4th, or 5th YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE

[date]

Dr. Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. The committee finds [rank and last name]'s performance to reflect these standards and believes that [he/she] is making progress toward tenure. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State University. [Note: If applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.]

The department chairperson has discussed with [rank and last name] the various factors including staffing needs and budgetary requirements that influence tenure recommendations, and [rank and last name] understands that satisfactory performance is not by itself a guarantee of a positive tenure recommendation.

The department chairperson does not support the recommendation of the committee. [Name of chairperson] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

Type name below signature Date
Department P & T Chairperson

Type name below signature Date
Department Chairperson

Type name below signature Date
College P&T Chairperson

Type name below signature Date
College Dean

[typist initials]
Attachment
pc: [Rank and last name of faculty member]

*include this section only if applicable
SAMPLE LETTER. RECOMMENDED LETTER FOR UNSATISFACTORY PROGRESS TOWARD TENURE FOR 1st, 2nd, 3rd, 4th, or 5th YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE

[date]

Dr. Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Concerns exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been communicated in writing to [rank and last name]. A copy of that correspondence is attached. Unless noticeable improvement in [rank and last name]'s performance occurs, we will not be able to recommend [him/her] for tenure. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State. [Note: If applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.]

_______________________  ______
Type name below signature Date
Department P & T Chairperson

_______________________  ______
Type name below signature Date
Department Chairperson

* ____________________  ______
Type name below signature Date
College P&T Chairperson

_______________________  ______
Type name below signature Date
College Dean

[typist initials]
Attachment

pc: [Rank and last name of faculty member]

*include this section only if applicable
SAMPLE LETTER. RECOMMENDED LETTER FOR UNSATISFACTORY PROGRESS TOWARD TENURE FOR 1st, 2nd, 3rd, 4th, or 5th YEAR WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE

[date]

Dr. Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Concerns exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been communicated in writing to [rank and last name]. A copy of that correspondence is attached. Unless noticeable improvement in Professor [last name]'s performance occurs, the committee will not be able to recommend [him/her] for tenure. [Rank and last name] is completing [his/her] [number-word] tenure-creditable year at Ball State. [Note: If applicable, list any special employment conditions not satisfied to date, such as attainment of a terminal degree for tenure.]

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

Type name below signature Date
Department P & T Chairperson

Type name below signature Date
Department Chairperson

* Type name below signature Date
College P&T Chairperson

Type name below signature Date
College Dean

[typist initials]
Attachment
pc: [Rank and last name of faculty member]

*include this section only if applicable
SAMPLE LETTER. 1st or 2nd YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE

[date]

Dr. Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. We therefore recommend that [rank and last name] be terminated at the close of Spring Semester 2013.

Type name below signature            Date
Department P & T Chairperson

Type name below signature            Date
Department Chairperson

* Type name below signature            Date
College P&T Chairperson

* Type name below signature            Date
College Dean

[typist initials]
Attachment

pc: [Rank and last name of faculty member]

*include this section only if applicable
[date]

Terry S. King  
Provost and Vice President for Academic Affairs  
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. The committee therefore recommends that [rank and last name] be terminated at the close of Spring Semester 2013.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

_______________________  ______  
Type name below signature    Date  
Department P & T Chairperson

_______________________  ______  
Type name below signature    Date  
Department Chairperson

*Type name below signature    Date  
College P&T Chairperson

*Type name below signature    Date  
College P&T Chairperson

_______________________  ______  
Type name below signature    Date  
College Dean

*Type name below signature    Date  
Committee Recommendation

[typist initials]  
Attachment

pc:  [Rank and last name of faculty member]

*include this section only if applicable
SAMPLE LETTER.  3rd, 4th, 5th, 6th YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE

[date]

Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of [rank and last name]'s performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. We therefore recommend that [rank and last name] be terminated from the University at the close of Spring Semester 2014.

________________________    __________
Type name below signature    Date
Department P & T Chairperson

________________________    __________
Type name below signature    Date
Department Chairperson

* __________________________    __________
Type name below signature    Date
College P&T Chairperson

________________________    __________
Type name below signature    Date
College Dean

[typist initials]
Attachment

pc:  [Rank and last name of faculty member]

*include this section only if applicable
SAMPLE LETTER.  3rd, 4th, 5th, 6th YEAR DISMISSAL WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE

[Date]

Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee has carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. Substantial problems exist with respect to the quality of name's performance relative to these standards. These problems have been discussed with [rank and last name]. It is the opinion of the committee that [he/she] will not be successful as a faculty member at Ball State University. The committee therefore recommends that [rank and last name] be terminated from the University at the close of Spring Semester 2014.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

Type name below signature     Date
Department P & T Chairperson

Type name below signature     Date
Department Chairperson

Type name below signature     Date
College P&T Chairperson

Type name below signature     Date
College Dean

[Typist initials]
Attachment

pc: [Rank and last name of faculty member]

*include this section only if applicable
SAMPLE LETTER. RECOMMENDATION FOR TENURE--6TH YEAR--WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE

[date]

Dr. Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. We find [rank and last name] to be exhibiting excellent performance and have every expectation that this performance will be continued in the future. [Rank and last name] is completing [his/her] sixth tenure-credible year at Ball State University.

The Faculty and Professional Personnel Handbook states that a tenure recommendation will be made at least one year prior to the end of a faculty member's probationary period. Therefore, we are recommending that [rank and last name]'s name be forwarded at the end of the next academic year to the Board of Trustees to be placed on tenure. This recommendation is contingent upon the faculty member having received a positive tenure recommendation from [his/her] academic department, Dean, and Provost in the seventh year, and having provided evidence of excellent performance in the seventh year. [Note: If applicable, list any special employment conditions not satisfied to date, such as attainment of terminal degree for tenure.]

Type name below signature  Date
Department P & T Chairperson

Type name below signature  Date
Department Chairperson

* Type name below signature  Date
College P&T Chairperson

Type name below signature  Date
College Dean

[typist initials]

pc: [Rank and last name of faculty member]
*include this section only if applicable
[date]

Dr. Terry S. King  
Provost and Vice President for Academic Affairs  
Ball State University

Dear Dr. King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have carefully considered the performance of [rank and full name] in light of the standards enunciated in the Ball State University Faculty and Professional Personnel Handbook, and in unit and college promotion and tenure regulations. The committee finds [rank and last name] to be exhibiting excellent performance and has every expectation that this performance will be continued in the future. [Rank and last name] is completing [his/her] sixth tenure-creditable year at Ball State University.

The Faculty and Professional Personnel Handbook states that a tenure recommendation will be made at least one year prior to the end of a faculty member's probationary period. Therefore, the committee is recommending that [rank and last name]'s name be forwarded at the end of the next academic year to the Board of Trustees to be placed on tenure. This recommendation is contingent upon the faculty member having received a positive tenure recommendation from [his/her] academic department, Dean, and Provost in the seventh year, and having provided evidence of excellent performance in the seventh year. [Note: If applicable, list any special employment conditions not satisfied to date, such as attainment of terminal degree for tenure.]

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

Type name below signature Date  
Department P & T Chairperson

Type name below signature Date  
Department Chairperson

* Type name below signature Date  
College P&T Chairperson

Type name below signature Date  
College Dean

[typist initials]

pc: [Rank and last name of faculty member]  
*include this section only if applicable
SAMPLE LETTER. RECOMMENDATION FOR GRANTING OF TENURE--7th YEAR--WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON AGREE

[date]

Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Provost King:

The [name of unit] Promotion and Tenure Committee and the department chairperson have reviewed the performance of [rank and full name]. We are pleased to be able to recommend to you and the Board of Trustees that [rank and last name] be placed on tenure, effective the start of [his/her] next contract year.

_________________________________________  __________
Type name below signature    Date    Approve_____Disapprove_____
Department P & T Chairperson

_________________________________________  __________
Type name below signature    Date    Dept. Committee Recommendation
Department Chairperson

* ____________________________________________  __________
Type name below signature    Date    *Approve_____Disapprove_____
College P&T Chairperson

_________________________________________  __________
Type name below signature    Date    Committee Recommendation
College Dean
SAMPLE LETTER: RECOMMENDATION FOR GRANTING OF TENURE--7th YEAR--WHEN UNIT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT CHAIRPERSON DISAGREE

[date]

Terry S. King
Provost and Vice President for Academic Affairs
Ball State University

Dear Provost King:

The [name of department or unit] Promotion and Tenure Committee and the department chairperson have reviewed the performance of [rank and full name]. The committee is pleased to be able to recommend to you and the Board of Trustees that [rank and last name] be placed on tenure, effective the start of [his/her] next contract year.

The department chairperson does not support the recommendation of the committee. [He/she] has indicated the reasons for disapproval of the committee recommendation in the attached letter.

____________________  ______
Type name below signature  Date
Department P & T Chairperson

____________________  ______
Type name below signature  Date
Department Chairperson

* ____________________
Type name below signature  Date
College P&T Chairperson

Approve  Disapprove
Dept. Committee Recommendation

*Approve  Disapprove
College Committee Recommendation

Approve  Disapprove
Committee Recommendation

[typist initials]

pc: [Rank and last name of faculty member]
*include this section only if applicable
DATE:

TO: (Dept./School Chair/Director Name)  
(Chair or Director)  
(Depart./School)

FROM: (Faculty Member Name)  
(Rank)

RE: Request AY 2012-2013 not count as a tenure creditable year

I am requesting that my credentials not be reviewed by my department promotion and tenure committee in October 2012 and that the academic year 2012-2013 not be counted as a tenure-creditable year. The next review of my materials will be October 2013 and will be for the [2011-2012 and 2012-2013] academic years. (EXPLANATION WHY NEEDED)

Thank you for your consideration of my request.

Sincerely,

(Faculty Member Name & Signature)

____________________________  _____________  Approve____  Disapprove____
Department P&T Comm. Chair  Date

____________________________  _____________  Approve____  Disapprove____
Department Chair  Date

____________________________  _____________  Approve____  Disapprove____
College Dean  Date

____________________________  _____________  Approve____  Disapprove____
Provost & Vice President for Academic Affairs  Date

forms revised August 2012