

## A. University Policy

The University Policy regarding promotion can be found at

[http://www.purdue.edu/provost/shtml/doc\\_and\\_forms/PromotionPolicy2005.pdf](http://www.purdue.edu/provost/shtml/doc_and_forms/PromotionPolicy2005.pdf)

Other information including procedures for review of faculty holding joint appointments is at

[http://www.purdue.edu/provost/shtml/doc\\_and\\_forms/implementationguidelines.pdf](http://www.purdue.edu/provost/shtml/doc_and_forms/implementationguidelines.pdf)

## B. College of Science Promotion Documents

Candidates will be given the opportunity to review all material in the promotion document with the exception confidential material related to reviewers.

The following is a College of Science Promotion Document format that incorporates current University formats. When a table is shown, use those components that are most appropriate for your Department or candidate.

President's Office Form 36	Date:
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Page 1 of the document should be Form 36 with page 1 of XX in the lower right corner. All other pages should have a footer with the last name of the candidate followed by the number of the page in the lower right. In the lower left should be the department name.

Earth and Atmospheric Sciences	Jones - 2
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Page 2 should be the Table of Contents. Use the outline format:

- I.
  - A.
    - 1.
- I. General Information
  - A. Education
  - B. Previous Positions
  - C. Present Position
  - D. Awards and Honors
  - E. Professional and Scholarly Associations
  - F. Other items unique to the person or Department
- II. Teaching

The University Promotions Committee Guidelines state that the last 3 years of teaching data should be included; however, all the teaching data seen by the College of Science Area Promotions Committee should be forwarded to the University Promotions Committee. The 3 years was chosen to avoid listing courses by semester for 10-15 years. Therefore, showing 3-5 years by semester and summarizing earlier data in a table or in the narrative is appropriate, especially for promotions emphasizing teaching.

A. Teaching Assignments at Purdue

A table format is suggested. Present the most recent 3-5 years by semester. Summarize older data by grouping, if appropriate. Do not try to show 10-15 years by semester. Use the narrative to indicate teaching commitment over time.

Semester & Year	Course Number, Credit Hr. and Type	Title of Course	No. of Students	Student Classification
S 1999	SCI 150, 4 cr, lecture/lab	Principles of Science	408	Fr through Sr
S 1999	SCI 430, 1 cr, seminar	Science Seminar	12	Sr
F 1998	SCI 350, 3 cr, lecture	Science Lectures	45	Jr & Sr

B. Selected Discussion of Courses

Include innovation, significant impact on curriculum, or other evidence of impact on undergraduate education.

C. Course Evaluations

1. Student Evaluation

List two to five of the major questions on your Department's evaluation instrument (e.g., Rate the instructor's teaching as excellent, very good, etc.) and show the results. Give the number of students in each course and the number responding. Use a table format if possible. Go as far back as feasible to show trends. Include course-specific norms for the past 5 years if this information is available. Do NOT include student comments.

2. Peer Evaluation

The format for peer evaluation is determined by the department policy.

III. Other Contributions to Undergraduate Education

Supervision of undergraduate research should be included here. Numbers or lists of undergraduates doing projects in a lab and a brief overview of the types of projects should be included. Counseling, being a faculty fellow, etc., can also be included here.

#### IV. Creative Endeavor, Research, Scholarship

##### A. Discussion

The primary committee is responsible for writing a summary of the research with comments on the significance and quality of the publications. An optional summary written by the candidate may be included if the candidate chooses. In this case, the document should contain a clear indication regarding what material was written by the candidate.

##### B. Publications

A list of the top-tier journals (and conferences, if appropriate) in the candidate's field should be at the beginning of this section. The method by which the top-tier ranking was determined should be stated. List publications in conference proceedings separately with an indication of the importance of such publications in the particular field. The primary author(s) should be indicated by an asterisk (\*).

1. Refereed (list chronologically with the most recent publications first)
2. In press
3. Submitted
4. Non-refereed books and book chapters, etc.

##### C. Invited Lectures

##### D. Other Presented Papers

##### E. Other Professional Activities

##### F. Interdisciplinary Activities

##### G. Funding

1. Discussion of support
2. Use template provided with University instructions

##### H. Evidence of Involvement in Graduate Research Program

1. Number of M.S. and Ph.D. students graduated
2. Current graduate and postdoctoral students

#### V. Service

##### A. Discussion of Service

##### B. Department

##### C. College

##### D. University

##### E. Professional (editorial boards, study sections, panels, consulting, etc).

##### F. Public Outreach (or other items as appropriate)

## VI. External Referees

- A. Credentials and, if appropriate, relationship to candidate. Identify which referees were suggested by the candidate and which by the Department.
- B. Excerpts with packet of full letters appended. Include all other correspondence or communications with the referees. Nonwritten communications should be recorded or summarized in writing.
- C. Copy of letter soliciting external comments. (Be sure to include the appropriate University disclaimer statement on all letters requesting comments from external referees-see below.)

Suggested "Limited Confidentiality" paragraph for use in soliciting outside evaluations of present or potential faculty or administrators:

Under our University policies, your letter will be held in confidence to the extent permitted by law. Under certain circumstances a promotion or tenure file may be mandated by a federal or state agency whose responsibility it is to investigate an allegation of discrimination involving promotion or tenure. In our opinion, the likelihood of this eventuality is remote, and we would, under no circumstances, divulge such information without a lawfully issued (subpoena) demand for the information.

### **C. College Policy on Promotion Letters**

*(adopted by College of Science Area Committee December 11,1996 and revised January 28,1998)*

Promotion cases presented to the College of Science Area Committee (COSAC) in the fall of one year may have been considered by College of Science Departments for presentation to COSAC during the previous fall. This report gives the COSAC recommended policy for evaluating reviewer letters for a candidate's promotion case when letters were solicited for a case the previous year. Some recommendations are also included for handling reviewer letters that are solicited for the first time.

#### 1. Definition

Reviewer letters solicited for a candidate's promotion case before the fall meeting of COSAC for the current year and after its meeting of the previous fall shall be considered current year letters, current year letters include all such letters whether solicited by Departmental Promotion Committees or Subcommittees. These letters are designated current year letters whether or not the Departmental Promotion Committee or Subcommittee recommends the case for promotion. A target for the number of letters is 8 to 12.

## 2. Policy

- A. No consideration in a current year case shall be given to letters solicited for a promotion case that would ultimately have been considered in a COSAC fall meeting two or more years earlier.
- B. If letters were solicited in the previous year for a candidate's promotion, the list of current-year reviewers shall consist of all writers of letters of evaluation in the previous year (with additions possible) of each letter if the author explicitly states that it is appropriate to use his or her letter from the previous year.
- C. Only potential reviewers who respond to a solicitation for a report shall appear in the list of reviewers for the current promotion year. Potential reviewers shall be included in the list of reviewers described above for the current promotion year only if they responded in the previous year.
- D. All written responses (including e-mail) to a solicitation for a letter shall be included in the documentation.
- E. A description of the procedure for selecting reviewers should be included in the promotion document. No more than half of the reviewers may be from a list proposed by the candidate. Each reviewer should be identified as candidate selected or committee selected.
- F. All communications with reviewers must be documented. Any communication from the candidate to a reviewer must go through the primary committee.

### **D. Sample Letters for Promotions**

#### 1. Sample Letter for Promotions to Associate Professor

Dr. XX is being considered for promotion from Assistant to Associate Professor with tenure in the Department of YY at Purdue University. The criteria for promotion to Associate Professor at Purdue include outstanding achievement in research and teaching and the potential for continued professional growth and recognition. We are writing to you, as an expert in Dr. XX's field of research, to seek an evaluation of Dr. XX's scientific contributions.

We would specifically appreciate your comments on the following:

1. Your relationship to the candidate.
2. The significance and quality of her/his research and achievements as an Assistant Professor and the degree of professional recognition within her/his discipline.
3. A comparison with her/his peers, with particular reference to those whom you believe are the leaders in the field.

4. Her/his research potential for the future.
5. Your assessment of whether Prof. XX would be promoted to Associate Professor or an equivalent academic position at your institution.

We are enclosing Dr. XX's current curriculum vitae, a short description that she/he has written on her/his research, and reprints of recent published studies. We realize that relatively little information has been provided about Dr. XX's teaching and service activities, and that your judgment must be made primarily on the basis of her/his research contributions.

We recognize that a great deal of time and effort is required for a careful evaluation of this nature, and we are very grateful for your efforts. Your assessment is critical for our endeavor to maintain the highest scholarly standards at Purdue University.

We would be most grateful if we could receive your evaluation by October XX. If necessary, a secure fax number is (765)-49x-xxxx.

Under our University policies, your letter will be held in confidence to the extent permitted by law. Under certain circumstances a promotion or tenure file macademic-year be mandated by a federal or state agency whose responsibility it is to investigate an allegation of discrimination involving promotion or tenure. In our opinion, the likelihood of this eventuality is remote and we would, under no circumstances, divulge such information without a lawfully issued (subpoena) demand for the information. If I can provide further assistance, please do not hesitate to contact me.

Sincerely,

Xxxxxx  
Professor of ZZ  
765-494-xxxx  
[xxxxx@purdue.edu](mailto:xxxxx@purdue.edu)

## 2. Sample letter for promotions to Full Professor (Referees Should be Full Professors.)

Dr. XX is being considered for promotion from Associate to Full Professor in the Department of YY at Purdue University. The criteria for promotion to Full Professor at Purdue include outstanding achievement in research and teaching and international recognition of the candidate's scholarship by peers. We are writing to you, as an expert in Dr. XX's field of research, to seek an evaluation of Dr. XX's scientific contributions.

We would specifically appreciate your comments on the following:

1. Your relationship to the candidate.
2. The significance and quality of her/his research and achievements as an Associate Professor and the degree of professional recognition within her/his discipline.
3. A comparison with her/his peers, with particular reference to those whom you believe are the leaders in the field.
4. Her/his research potential for the future.

5. Your assessment of whether Prof. XX would be promoted to Full Professor or an equivalent academic position at your institution.

We are enclosing Dr. XX's current curriculum vitae, a short perspective that s/he has written on her/his research, and five reprints of recent published studies. We realize that relatively little information has been provided about Dr. XX's teaching and service activities, and that your judgment must be made primarily on the basis of his research contributions.

We recognize that a great deal of time and effort is required for a careful evaluation of this nature, and we are very grateful for your efforts. Your assessment is critical for our endeavor to maintain the highest scholarly standards at Purdue University.

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Sincerely,

xxxxxx  
Professor of ZZ  
765-494-xxxx  
xxxxx@.purdue.edu

## **VI. Distinguished and Named Professors**

The University guidelines for Distinguished and Named Professors can be found at [http://www.purdue.edu/oop/policies/pages/human\\_resources/iv\\_5\\_2.html](http://www.purdue.edu/oop/policies/pages/human_resources/iv_5_2.html)

The University guidelines for allocating discretionary funds for Distinguished and Named Professors can be found at [http://www.purdue.edu/oop/policies/pages/human\\_resources/iv\\_5\\_3.html](http://www.purdue.edu/oop/policies/pages/human_resources/iv_5_3.html)

### **A. Procedures and Guidelines**

*(revised by the Faculty Council in 2004)*

The following guidelines for the nomination and selection of Distinguished and Named Professors have been developed for the College of Science in order to ensure uniformity in the College's process.

**President's Office Form 36**

**NOMINATION FOR PROMOTION**

**DATE:**

<b>1</b>	<b>FULL NAME:</b>	<b>Last</b>	<b>First</b>	<b>Middle Initial</b>			
<b>2</b>	Proposed Rank and Title:						
<b>3</b>	Present Rank and Title:						Year
<b>4</b>	Previous Purdue University Rank(s) and Title(s):						Year
<b>5</b>	<b>ACADEMIC RECORD (Institutions Attended)</b>						
	Degree	Year					Years Attended
<b>6</b>	<b>BASIS OF NOMINATION - EMPHASIS OF SCHOLARSHIP (one or more areas may be checked)</b>						
	Discovery						
	Learning						
	Engagement						
<b>7</b>	<b>PRIMARY COMMITTEE VOTES</b>					Yes	No
<b>8</b>	Comments by Head of Department (or School)						
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
	Signature:						
<b>9</b>	<b>AREA COMMITTEE VOTE</b>					Yes	No
<b>10</b>	Comments by Dean and/or Chancellor (for Regional Campuses)						
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
	Signature:						
<b>11</b>	<b>UNIVERSITY COMMITTEE VOTE</b>	Yes	No	<b>Recommended</b>	Yes	No	
<b>12</b>	<i>SPACE RESERVED FOR NOTES BY MEMBERS OF UNIVERSITY COMMITTEE</i>						
<i>Add other pages as needed; see instructions.</i>							