

**INDIANA UNIVERSITY SCHOOL OF PHYSICAL EDUCATION  
AND TOURISM MANAGEMENT**

**BYLAWS**

**of**

**The Faculty Organization**

**August 23, 2002**

Revised April 17, 2009

**SCHOOL OF PHYSICAL EDUCATION AND TOURISM MANAGEMENT  
INDIANA UNIVERSITY PURDUE UNIVERSITY INDIANAPOLIS**

**BYLAWS OF THE FACULTY ORGANIZATION**

**ARTICLE I. NAME**

**Section 1. Name of Organization**

The name of this organization shall be the Faculty Organization of the School of Physical Education and Tourism Management of Indiana University Purdue University Indianapolis.

**ARTICLE II. THE FACULTY**

**Section 1. “The Faculty”: Title**

The Faculty of the School of Physical Education shall consist of all persons on tenure or accumulating credit toward tenure in the school, resident lecturers, academic program directors and any persons whose membership is ratified by the Faculty by majority vote of those present and voting at a regular meeting of the Faculty Organization.

**Section 2. Voting Members**

The Dean, Associate and/or Assistant Deans, Program Directors and all full-time faculty members holding academic appointments in the School of Physical Education and Tourism Management shall constitute the voting membership.

**Section 3. Associate Members**

Part-time School of Physical Education and Tourism Management faculty holding academic rank shall constitute the associate membership.

Associate members shall have all membership privileges except that of voting.

**Section 4. Emeritus Members**

Those faculty members of the School of Physical Education and Tourism Management granted the title of “Emeritus” by action of the Board of Trustees of Indiana University shall constitute the emeritus membership.

Emeritus members shall have the same privileges as Associate Members.

## **ARTICLE III. PURPOSES**

### **Section 1. Purposes**

The purposes of the Faculty Organization shall be:

- a) To provide an operational framework for democratic discussion and determination of academic and professional policies, standards and procedures relating to the School of Physical Education and Tourism Management.
- b) To promote excellence in teaching, scholarship, research/creative activity and service.

## **ARTICLE IV. LEGISLATIVE AUTHORITY**

### **Section 1. Legislative Authority**

The Faculty Organization shall possess the legislative authority in the School of Physical Education and Tourism Management matters pertaining to:

- a) The organizational structure as it affects academic affairs
- b) The academic programs
- c) Student affairs
- d) Faculty affairs
- e) Other educational policies of this school

### **Section 2. Voting Requirements for Acceptance of Motions**

An affirmative vote of 2/3 majority of voting members present at any meeting is required for acceptance of motions calling for a faculty vote.

## **ARTICLE V. MEETINGS**

### **Section 1. Regular Faculty Meetings**

Two regular meetings shall be held during each semester.

### **Section 2. Special Faculty Meetings**

Special meetings may be called at the request of the Dean, or at the request of three faculty members.

A special meeting shall be held each year just prior to the beginning of the Fall classes.

### **Section 3. Annual Faculty Meeting**

An Annual Meeting shall be held during the month of May, at which time annual committee reports shall be given; and the Secretary of the Faculty Organization shall be elected.

### **Section 4. Quorum**

Two-thirds of the voting members shall constitute a quorum at any regular or special faculty meeting.

## **ARTICLE VI. OFFICERS AND DUTIES**

### **Section 1. Officers**

The Officers shall consist of: A Chair and a Secretary.

- a) The Chair shall be the Dean of the School of Physical Education and Tourism Management.
- b) The Secretary shall be elected by the Faculty Organization FOR A TWO YEAR PERIOD AND MAY NOT SUCCEED HIMSELF/HERSELF.

### **Section 2. Duties of the Chair**

The Dean shall be the presiding officer at all meetings; in his/her absence, THE SECRETARY SHALL BE THE CHAIR PRO-TEM.

The Chair shall:

- a) Appoint a pro-tem secretary in the absence of the elected secretary.
- b) Appoint ad hoc committees as necessary or required.
- c) Appoint standing committee members and chair annually for the academic year with no chair serving more than two consecutive years. Also appoint student representatives to the Academic and Student Affairs and Technology Committees.
- d) Designate the time and place of meeting for regular, special and annual meetings.
- e) Approve the agenda for all meetings as prepared by the secretary.
- f) Serve as an ex-officio member of committees.

### **Section 3. Duties of the Secretary**

The Secretary shall:

- a) Serve as a member of the Physical Education Teaching Award Committee.
- b) Accept suggestions for the agenda from individual faculty members.
- c) Prepare the agenda, in consultation with the Chair.
- d) Distribute the agenda prior to the day of the faculty meeting.

- e) Keep minutes of each meeting and distribute to each faculty member and any other designated persons.
- f) File two copies of minutes in the School of Physical Education and Tourism Management Office; these copies shall be the permanent record of the Faculty Organization. File one additional copy with the University Archives.
- g) Prepare and distribute to all faculty members by October of each academic year:
  - (1) A list of all School of Physical Education and Tourism Management Committees and their membership.
  - (2) A list of regularly scheduled Faculty Organization meetings.
  - (3) A list of faculty members serving as representatives on University committees.
  - (4) A list of the standing rules which will be used to conduct meetings of the Faculty Organization.

#### **Section 4. Standing Committees**

The Standing Committees of the Faculty Organization of the School of Physical Education and Tourism Management shall be as follows:

a) Assessment Committee

This committee shall be responsible for coordinating the school's efforts in all areas of assessment. The areas of assessment include, but are not limited to: principles of undergraduate learning, the RISE initiative, and program assessment. The committee will prepare an annual outcomes report as directed by the School Dean. The committee membership will include the school's representative to PRAC, three other faculty members appointed by the Dean of the School (so that two will be from the TCEM Department and two will be from the PE Department), and each departmental chair.

b) Budgetary Affairs

This committee shall act as an advisory committee to the Dean in financial planning and solving the condition of financial difficulties as outlined in the IUPUI policy on "Institutional Financial Difficulties".

c) Faculty Affairs

This committee shall be responsible for matters involving the faculty such as policies regarding academic freedom, general grievance and all other concerns relevant to the welfare and morale of the academic members of the School of Physical Education and Tourism Management. The Faculty Affairs Committee shall also recommend revisions to the bylaws of the organization.

d) Promotion and Tenure

This committee shall be responsible for matters involving tenure and promotion policies and decisions in accordance with the IUPUI School of Physical Education and Tourism Management Procedures and Criteria for Faculty Promotions. The committee shall review annually all faculty below the rank of professor.

e) Academic and Student Affairs

This committee shall be responsible for developing and implementing all academic policies and procedures that govern the school's programs and students, including academic evaluation, general grievance and other concerns relevant to the welfare and morale of the student body of the School of Physical Education and Tourism Management. This committee shall also review the criteria and procedures for granting honors and scholarships within the School. It shall implement the school policy for academic appeals and re-admission.

f) Technology

This committee is responsible for matters involving the use of technology in the delivery of academic programs in the School. The committee, which will include student members, will make recommendations regarding the use of Student Technology Fee funds.

## ARTICLE VII.

### Section 1. Procedures for Bylaws: Revision

The Faculty Organization may, at any time, request the appointment of an ad hoc committee to review and recommend revisions of the Bylaws.

Approval of revisions of the Bylaws requires a two-thirds majority vote of the Faculty Organization at a regular or a special meeting.

Written proposed revisions of the Bylaws shall be distributed at least two weeks prior to the meeting for action on the revisions.

All revisions of the Bylaws become effective upon adoption by the Faculty Organization.

PNK/wai

August 23, 2002

Revised April 17, 2009

# **PROMOTION, TENURE AND ANNUAL EVALUATION OF FACULTY**

## **SCHOOL OF PHYSICAL EDUCATION AND TOURISM MANAGEMENT/IUPUI**

### **INTRODUCTION**

#### Overview

The purposes of this document are to advise School of Physical Education and Tourism Management faculty members of protocols by which their performance will be evaluated, and to guide faculty in their pursuit of the threefold mission of the university: teaching; research/creative activity; and service.

The information presented herein is adjunctive and supportive to guidelines contained in the IUPUI Faculty Handbook. Individual faculty members, department chairpersons, and Promotion and Tenure Committee members should familiarize themselves with the pertinent Handbook materials. It is required, normally, that a candidate for promotion excel in at least one area and be at least satisfactory in each of the other two. In some cases, a candidate may present a balance of highly satisfactory performance in all three areas sufficient to promise long term benefits to the University.

Faculty are subject to evaluation as follows. Performance of each faculty member below the rank of Professor will be evaluated annually. Promotion Timetable: There is no predetermined timetable for faculty members to be reviewed for promotion to Assistant Professor, Associate Professor, and Professor. Consideration for promotion is an individual faculty member's prerogative, and timing is determined by each faculty member in consultation with his/her department chairperson. Tenure-track faculty automatically entire tenure review in their sixth year of employment.

In April of each year, the Faculty of the School of Physical Education and Tourism Management will elect a minimum of three members, from the school's eligible tenured members, and to the fullest extent possible from the ranks of associate and full professor. These elected faculty will constitute the school's Promotion and Tenure Committee. The Committee is referred to as the "Unit Committee" in this document. The Secretary of the Faculty Organization in consultation with the Dean will provide the ballots of eligible candidates and will conduct the election. The newly elected Unit Committee will elect the unit representative to the IUPUI Promotion and Tenure Committee.

#### Historical Perspective

Discussion to formulate the School's first promotion and tenure documents began in 1975, under the leadership of Dean Lola L. Lohse. The faculty of the School of Physical Education and Tourism Management determined that the documents of the IUPUI Division of Allied Health Sciences were closely related to the School's needs. Making only minor changes in the Allied Health documents, the School drew up its initial promotion and tenure guidelines, and voted to approve them in December, 1976. The School is indebted to the Division of Allied Health Sciences for that assistance. Based on revisions prepared by then Assistant Dean S. Sue Barrett, the Faculty of the School approved revised promotion and tenure documents in August, 1983.

In September, 1987, Dean P. Nicholas Kellum appointed an ad hoc committee of Faculty Organization members (Hitwant Sidhu-Chair, Mary Maitland-Kimball, Betty Jones) to rework the existing documents in light of current University performance evaluation procedures. In March, 1988, the ad hoc committee presented draft revised documents to the Faculty Organization for consideration and approval. The Faculty Organization approved the document in April, 1988.

The changes in the IUPUI promotion and tenure procedures for 1994-1995 served as impetus for further discussion and revision in the School's promotion and tenure document. In February, 1995, the faculty reviewed the revised document, suggested additional changes, and subsequently approved the document to be forwarded to the Dean of the Faculties Office in March, 1995. The 1994-95 School of Physical Education and Tourism Management Promotion and Tenure Committee consisted of Mary Maitland-Kimball, Chair; Hitwant Sidhu, Edmund Schilling, and Linda Brothers, ex-officio.

### Routing of Evaluations

Evaluation deliberations proceed through an established route through the university structure (listed below). Note that the Dean of the School represents the final step in annual evaluation of faculty cases.

Department Chair(s)  
Unit Committee  
Dean of the School of Physical Education and Tourism Management  
IUPUI Dean of Faculties  
IUPUI Promotion & Tenure Committee  
IUPUI Chancellor  
IU President  
IU Board of Trustees

# THE IUPUI SCHOOL OF PHYSICAL EDUCATION AND TOURISM MANAGEMENT

## Procedures and Criteria for Faculty Promotions

### I. Preamble

The criteria outlined below should be considered as adjunctive and supportive to guidelines contains in the IUPUI Faculty Handbook. Individual faculty members, department chairpersons and promotions committee members should familiarize themselves with these general criteria.

Categories for promotion of the School of Physical Education and Tourism Management faculty include:

1. Teaching
2. Research and/or Creative Activity
3. Service

Activities within each of these categories must have been carried out while the candidate was in the rank from which he/she is being considered for promotion.

The school supports the IUPUI affirmative action program and the Americans with Disabilities Act in assuring that sex, race, religion, national origin or disability will in no way interfere with the promotion of a faculty member.

### II. Procedure

A. All members of the faculty will be provided a copy of the check list received from the office of the Dean of the Faculties. Nominations for promotion can originate from the following:

1. Individual faculty members may nominate themselves.
2. One or more faculty members may nominate other faculty members.
3. The Department Chairperson may nominate individual faculty members.
4. The Unit Committee may nominate individual faculty members.
5. The Dean of the School may nominate individual faculty members.

B. The timetable for initiating and processing promotions is as follows:

#### August\*

Dean and Promotion and Tenure Chair will call a meeting annually to review procedures for potential candidates for promotion and/or tenure. The Department Chair reviews each tenure candidate 12 months in advance of submission of dossier.

\* This refers to one year prior to submission of dossier for promotion and/or tenure.

April

Election of the School of Physical Education and Tourism Management Promotion and Tenure Committee.

May

The candidate for promotion should provide to the Dean the “Recommendation for Promotion” form and a current Curriculum Vitae. (The candidate should also submit a list of potential external reviewers with addresses.

June 1

The Chair and/or designee solicits external letters of review.

August 1

The candidate for promotion should provide to the Unit Committee the dossier with required documents as specified in the check list.

August 31

Committee Chair submits dossier(s) to the Department Chair.

September 1

The Department Chair begins reviewing the dossier.

September 15

The Chair of the Department submits his/her recommendation(s) with the dossier(s) to the Unit Committee of the School of Physical Education and Tourism Management.

October 8

The Unit Committee completes its deliberation and votes on each candidate.

October 15

Unit Committee submits its recommendations and sends the dossier(s) to the Dean.

November 1

The Dean of the School of Physical Education and Tourism Management submits his/her recommendation and forwards the dossier(s) of the candidate(s) to the Dean of the Faculties, IUPUI.

### III. Standards and Criteria for Promotion

#### A. Teaching

Teaching is defined as instruction to any number of students in any appropriate setting such as classroom, activity center, and tutorial. The quality of teaching must denote a level of excellence when considered as the primary area for promotion.

The candidate's teaching should equal or exceed in quality, that normally expected of one in the present rank. In addition, the candidate should demonstrate a potential for continued productivity. There should be appropriate documentation of the teaching.

The following criteria may be used to assess excellence in teaching:

1. Evidence of the quality of teaching, documented through above average (>4.0) overall ratings in each of the four categories of class administration, content, pedagogy, and instructor qualities on both student evaluations, and evaluations by colleagues.
2. Evidence of the nature and quality of course and curriculum development, documented by comprehensive syllabi which clearly delineate the link between course objectives, course content, and course evaluation activities. These syllabi should have been determined as highly satisfactory through peer review.
3. Evidence of the application of ongoing classroom assessment of student learning in all courses, and the use of the results of these classroom assessments to modify teaching. This may be documented using sample student responses to classroom assessments, and written reflections by the instructor to document how this information was used to influence future teaching and course development.
4. Evidence of efforts by the candidate to improve his/her teaching by acquisition of new techniques and skills, or active participation in such educational projects and programs as those sponsored by the Schools, the campus, the University, or professional organizations. The use of such new techniques and skills to affirm and/or modify current teaching practices should be documented in writing.
5. Evidence of how undergraduate courses and scholarship of teaching support the IUPUI principles of general education. This can be documented by clear indications on course syllabi as to which general education principles will be addressed, how those principles will be addressed, and how student progress in relation to those principles will be evaluated.

6. Presentation of a paper(s) related to teaching at a professional conference or workshop. Evidence of the effectiveness of this presentation should be provided using a summary of information gathered from audience evaluations.
7. Evidence of mentor relationships with students, such as joint conference presentations, ongoing open dialogue with students in courses, study help provide as a supplement to teaching, advising of students in relation to coursework, co-authored papers, and working with honor students, interns, or student teachers. Written feedback from students about such mentor relationships could be used as evidence of effectiveness in this area.
8. Receipt of local, regional, or national teaching awards, including information about their nature and significance.
9. Receipt of grants to assist with teaching practices, course development, and course evaluation.
10. Evidence of the use of technology to enhance quality, effectiveness, and efficiency of teaching.
11. Performance in leadership roles in professional organizations that relate directly to teaching.
12. Publications related to teaching such as journal articles, book chapters, textbooks, instructional software, and invited reviews.
13. Evidence of incorporating service learning within courses or as an aspect of co-curricular activities.
14. Activities related to the above areas in the judgment of the Unit's Promotion and Tenure Committee and as stated in the University Guidelines for Promotion and Tenure.

#### Teaching as the Primary Area in the Promotion Process

For the candidate's total time in the current rank, the candidate is expected to produce....documented evidence of accomplishment in criteria 1-7 (including external peer review in documentation for criteria 2 and presentations at the regional level or beyond in documentation for criteria 6), and additional evidence of accomplishment in one of criteria 8-14.

#### Teaching as a Supportive Area in the Promotion Process

For the candidate's total time in the current rank, the candidate is expected to produce....documented evidence of accomplishment in criteria 1-5.

## B. Research and Creative Activity

Research is defined as either singular or collaborative scholarly and scientific investigation or inquiry which may be basic or applied. There is significant evidence of scholarly merit which may be either a single work of considerable importance or a series of studies constituting a general program of worthwhile research.

The candidate's research should equal or exceed, both in quality and quantity, that normally expected of one in the present rank. In addition, the candidate should demonstrate a potential for continued productivity.

The following criteria may be used to assess excellence in research:

1. The research work is either published or has been accepted for publication in a refereed journal.
2. The research work is published in abstract form and delivered as either free communication or poster session at a professional conference.
3. If research is the primary area of excellence, the research work must be published or presented at the national level or international level.
4. Works of exceptional quality may receive greater weight than works of lesser significance.

Creative activity is characterized by innovation, originality, and novelty. It may include development of new elements (e.g., materials, ideas, concepts, procedures, patterns), modification of existing elements and/or combination of elements to produce new results.

The candidate's creative activity should equal or exceed both in quality and quantity, that normally expected of one in the present rank. In addition, the candidate should demonstrate a potential for continued productivity. There should be appropriate documentation of the creative activity.

The committee may use these examples in determining excellence in creative activity. (The list should not be considered an exhaustive one.)

1. Successful implementation of the activities in the individual's area of expertise or related areas.
2. Creation of equipment or assistive devices for training or skill development.
3. Creation of presentations using technology.
4. Creation of data management procedures.
5. Development and presentation of unique programs.
6. Choreography and production.

7. Publication of the creative ideas.
8. Activities related to the above areas in the judgment of the Unit's Promotion and Tenure Committee and as suggested in the university Promotion and Tenure Guidelines.

#### Research/Creative Activity as the Primary Area in the Promotion Process

For the candidate's total time in the current rank, the candidate is expected to produce....

a minimum of 4 published works (e.g., articles in refereed journals; monographs; computer software), and a minimum of 2 national or international presentations

or

a minimum of 4 documented creative works (e.g., choreography, productions; other such activities of this nature) and a minimum of 1 national or international presentations

or

a minimum of 4 documented works combining the above described categories and 2 presentations.

#### Research/Creative Activity as a Supportive Area in the Promotion Process

For the candidate's total time in the current rank, a....

Minimum of 2 published works (e.g., articles in refereed journals; monographs; chapters in textbooks; computer software), and 1 presentation.

Minimum of 2 documented creative works (e.g., choreography; productions; other such activities of this nature) and 1 presentation.

Minimum of 2 documented works combining the two above described categories and 1 presentation.

Works of exceptional quality (e.g., works "on the cutting edge") may receive greater weight than works of lesser significance.

#### C. Service

Service is defined as participation in those activities supportive to the University (i.e., School, Campus, University); the Profession; and/or the Community.

The candidate's service should equal or exceed in quality that normally expected of one in the present rank. In addition, the candidate should demonstrate a potential for continued productivity in service. There should be appropriate documentation of service, including the Candidate's Statement, to describe the service activities.

\* The following criteria may be used to assess excellence in service:

1. Evidence of service should include activities, e.g., committees, task forces and projects with an emphasis on creative professional service. The candidate should document the role played in these activities. Those which are exceptional should be annotated.
2. Evidence of service-related publications.
3. Evidence of the nature and quality of service, documented by letters from chairs, professional colleagues and other professionals external to the University.
4. Evidence of additional service activities in the judgment of the Unit's Promotion and Tenure Committee and as stated in the University Guidelines for Promotion and Tenure.

#### Service as the Primary Area in the Promotion Process

During the candidate's total time in the current rank, the candidate is expected to sustain....

Outstanding service accomplished in all three service areas, with emphasis on discipline-based service and produce documented evidence of such service.

#### Service as the Supportive Area in the Promotion Process

During the candidate's total time in the current rank, the candidate is expected to produce....

Service accomplishments in all three service areas and produce documented evidence of such service.

\* (This list should not be considered an exhaustive one.)

#### IV. Promotion in Rank

For consideration for promotion, academic preparation and/or beyond the Master's level is strongly recommended.

##### A. Instructor to Assistant Professor

1. The minimum length of time usually required for meeting standards for promotion to this rank is three years.
2. The candidate must excel primarily in the area of teaching and must show evidence of reasonable competence and development in the other categories.
3. Teaching must meet the standard of quality as defined in III A.

##### B. Assistant Professor to Associate Professor

1. The minimum length of time usually required for meeting standards for promotion to this rank is three years.
2. The candidate must demonstrate excellence in one of the three categories and show evidence of reasonable competence and development in the other two categories unless the candidate demonstrates a balance of strengths in all three areas at a level of highly satisfactory performance. In such a case the balance of strengths constitutes an area of excellence.
3. If teaching is the primary category on which promotion is based, there must be documented evidence the candidate has met the standard of teaching identified in III A.
4. If research/creative activity is the primary category on which promotion is based, there must be documented evidence the candidate has met the standard of quality for research/creative activity identified in III B.
5. If service is the primary category on which promotion is based, there must be documented evidence that the candidate has met the standard of quality for service as identified in III C.
6. Both internal and external letters of recommendation as suggested in the IUPUI Promotion and Tenure Guidelines should be included in the dossier. The letters should be solicited by the chair or designee of the Unit's Promotion and Tenure Committee.

##### C. Associate Professor to Professor

1. The minimum length of time usually required to meet standards for promotion to this rank is four years.

2. The candidate must demonstrate excellence in one of the three categories of teaching, research and creative activity, or service, and must demonstrate reasonable competence and development in the other two categories unless the candidate demonstrates a balance of strengths in all three areas at a level of highly satisfactory performance. In such a case, the balance of strengths constitutes an area of excellence.
3. If teaching is the primary category on which promotion is based, there must be documented evidence that the candidate has met the standard of quality in teaching as defined in III A.
4. If research/creative activity is the primary category on which promotion is based, there must be documented evidence that the candidate has met the standard of quality in research/creative activity identified in III B.
5. If service is the primary category on which promotion is based, there must be documented evidence that the candidate has met the standard of quality for service as identified in III C.

## **PROCEDURES FOR TENURE REVIEW FOR THE SCHOOL OF PHYSICAL EDUCATION AND TOURISM MANAGEMENT**

### **I. Preamble**

The criteria outlined below are adjunctive and supportive to guidelines contained in the IUPUI Faculty Handbook. Individual faculty members, department chairpersons and promotions committee members should familiarize themselves with these general criteria.

### **II. Procedures**

Review of faculty for tenure is conducted by the Promotion and Tenure Committee of the School of Physical Education and Tourism Management. The School of Physical Education and Tourism Management review follows the IUPUI directives for tenure review:

- a. The dossier should reflect clear evidence of peer evaluation and review.
- b. The individual's past performance should be evaluated in the traditional areas of teaching, research/creative activity, and service.
- c. The committee will consider the candidate's potential for academic growth in relation to the future direction the academic unit is expected to take.
- d. The committee will record the actual vote for each candidate.

The dossier for tenure should contain documentation as listed in the Tenure Guidelines from the Dean of the Faculties, IUPUI. The dossier is prepared by the candidate with guidance from the Department Chair.

- a. Cover sheet (which includes a summary evaluation and record of review).
- b. Copy of the Unit Committee's Annual Review for the candidate for the present academic year and copies of the previous two years' Annual Reviews.
- c. Curriculum Vitae
- d. Letters of recommendation

The Department Chair submits his/her report to the Unit Committee which reviews the dossier(s), adds its own recommendation(s) and forwards the dossier(s) to the Dean. The Dean follows the same procedure and forwards the dossier(s) to the Dean of the Faculties. The Dean places a copy of the completed recommendation in the candidate's personnel and tenure files.

Candidates for both promotion and tenure prepare a single dossier for eventual submission to the IUPUI Promotion and Tenure Committee. The timetable as outlined in II A of Procedures and Criteria for Faculty Promotions should be followed. Such candidates should refer to promotion and tenure documents in preparing dossiers. (In evaluating a case for promotion, the Unit Committee examines what the faculty member has done while in rank. In evaluating a case for tenure, the Unit Committee also considers the candidate's promise for the future in light of the mission of the school and the university.)

## ANNUAL EVALUATION OF FACULTY

### By the School of Physical Education and Tourism Management Promotion and Tenure Committee

The annual evaluation is based on the careful study of materials which reveal accomplishments in the three areas recognized as the basic responsibility of the university.

#### I. Teaching

- a. Two observations are made by faculty peers. The observation is followed with a discussion and/or written report.
- b. The committee will review the students' comments and Course Evaluation Reports. It is the responsibility of each faculty member to compile the students' comments.
- c. The committee will review course outlines or other material as submitted by the faculty member.
- d. The quality of teaching may be evaluated by appropriate professionals either internal or external to the Unit at the request of the faculty member.

#### II. Research/Creative Activity

- a. The committee will use the Faculty Annual Summary Report which has been prepared by the faculty member. It is on file in the Dean's Office.
- b. The committee will consider other information about recent accomplishments which is not a part of the Annual Summary Report.
- c. The quality of the research/creative activity may be evaluated by appropriate professionals either internal or external to the Unit at the request of the faculty member.

#### III. Service

- a. Service may be university, professional, or community as presented in the Faculty Annual Summary Report.
- b. The quality of service may be evaluated by appropriate professionals either internal or external to the Unit at the request of the faculty member.
- c. The committee will consider other information about recent accomplishments which is not a part of the Annual Summary Report.

## ANNUAL FACULTY PERFORMANCE REVIEW PROCEDURES

### I. Purpose of the Annual Performance Review

- A. To provide information to faculty and administrators about faculty productivity.
- B. To allow an opportunity for the dean, department chair, faculty and Promotion and Tenure Committee to assess, on a regular and systematic basis, the quality and quantity of faculty accomplishments in the teaching, research/creative activity, and service categories.
- C. To engage the dean, department chair and faculty in discussion and agreement on expectations for future performance, and to stimulate the supporting mechanisms for continuous faculty development.
- D. To provide the basis for determining salary increases. (There is no university policy that mandates cost of living increases.)

### II. Procedures for the Annual Performance Review

- A. The faculty member's Annual Report, plus any material deemed appropriate by the faculty member, dean or department chair will be used as the primary documents in the review process. If faculty members have additions to the information placed in the Annual Report, they should send these additions to the Chair promptly. The additions must refer to work done during the reporting period specified in the Annual Report. Copies of course outlines or syllabi including readings, assignments and grading practices, summaries of student and peer evaluations of teaching, publications, documentation of the quality of service, and a list of any honors and awards. In order to complete the merit review process it is imperative that the Chair have your completed annual report and supporting materials by February 1 of the current year.
- B. The faculty member should understand that it is expected that prior to this review, all pertinent information in addition to the Annual Report should be made available to the department chair and Promotion and Tenure Committee so that it may be studied. The responsibility for this rests with the faculty member. Information added after the merit recommendation of February 1 will not be considered.
- C. It is possible for a faculty member to be exempted from being rated in one of the three performance areas---teaching, research/creative activity, or service. Reasons for such exemptions might include the department mission, specific departmental or school assignments, and other special circumstances. Exemptions must be approved in advance by the Chair and Dean.

However, the exemption cannot be used as an excuse for poor performance, or no performance, in a category of expected or needed effort. Faculty assignments may reflect such special arrangements.

This exemption will not be made for a non-tenured faculty member because progress toward promotion and tenure may be jeopardized without documentation of satisfactory progress in all three areas. The exemption must be based on a negotiated agreement between the faculty member and the Department Chair and Dean concerning the special circumstances and expectations for performance upon which the exemption is based.

Any full-time faculty member may request a classroom visitation and/or a research creative activity or service evaluation by the Department Chair and/or Dean in addition to the customary peer review. Additionally, a follow-up conference may be requested in which case a faculty member should prepare for their conference by completing and reviewing his/her annual report for January-December of the current year, as well as providing any additional evidence needed to make a well informed merit recommendation.

D. The following categories will be used to implement the School's Merit Pay Policy (approved February 5, 1999)

- | 1. CATEGORIES       | MEANING                                  |
|---------------------|--|
| Excellent           | Distinctive model; worthy of imitation   |
| Highly Satisfactory | Noteworthy performance; deserving reward |
| Satisfactory        | Sufficient to meet requirements          |
| Unsatisfactory      | Failure to meet minimum standards        |
| New faculty member  | Faculty in first year of service         |
2. All tenured and tenure-track faculty are expected to reach satisfactory or higher performance categories in teaching, research/creative activity, and service. These expectations parallel the School's Promotion and Tenure Policy (June 22, 1995).
  3. Teaching expectations are defined by the Capacity Model. Tenured faculty (10 month appointment) teach 12 hours a semester and are allowed release time of 3 credits/semester for research. Probationary (tenure-track) faculty teach 15 credit hours/year, and are allowed release time of 9 credit hours/year for research.

### III. Timeline for Performance Reviews

During the fall semester the Promotion and Tenure Committee begins the peer review process;

Faculty members' annual reports are due by February 1. The Promotion and Tenure Committee will submit annual reviews to the Chair and the Dean by March 1. The Chairs will complete merit pay recommendations to the Dean by March 15. By April 1, the Chair will provide a copy of the Promotion and Tenure Committee's annual review to each faculty member.

### Notification of Faculty

Appeals of ratings should begin with a thorough review by the faculty member of all evidence submitted for consideration. A meeting may be arranged between the faculty member and the Chair to discuss criteria and ranking. A further meeting may be arranged between the faculty member, Chair and Dean.

The Chair submits final merit ratings and salary recommendations to the Dean. The Dean reviews them and includes them in the annual budget request.

## **Indiana University School of Physical Education and Tourism Management Policy on Clinical Appointments**

### Preface

In 1987, Indiana University approved the concept of non-tenure track faculty appointments for individuals engaged in teaching and clinical services, mostly in the area of health care. Since 1996, other schools have been extended the opportunity to create clinical positions where faculty are engaged in other client services. In the health science schools, clinical appointments are limited to 40% of full-time faculty and in all other schools that limit is 15%.

Clinical appointments are appropriate for individuals who are working in clinical settings. Examples of those settings in the School of Physical Education and Tourism Management might be, but are not limited to athletic training, clinical exercise physiology, adult fitness programs, or cardiac rehabilitation. Individuals holding these appointments may be engaged in research that derives from their clinical experiences, but continued appointment and advancement is based on teaching and service.

### Policy

The faculty of the School of Physical Education and Tourism Management approve of the use of clinical appointments. The first clinical appointment is that of Head of the Professional Athletic Training Program in the Department of Physical Education. Future clinical appointments will need the approval of the Faculty Organization of the School of Physical Education and Tourism Management, the Dean of the School of Physical Education and Tourism Management and the IUPUI Dean of Faculties. No more than 15% of the total faculty in the School of Physical Education and Tourism Management may be in clinical ranks.

Clinical appointments in the School of Physical Education and Tourism Management will be as follows:

IRM5	Clinical Lecturer
IRM4	Clinical Senior Lecturer
IRM3	Clinical Assistant Professor
IRM2	Clinical Associate Professor
IRM1	Clinical Professor

Initial appointments will be subject to policies and procedures established by the School of Physical Education and Tourism Management, Dean of the Faculties of IUPUI and the Affirmative Action Office. Beginning rank will be determined by the Dean of the School of Physical Education and Tourism Management and based upon the academic preparation, certifications, licensure, and experience of the candidate.

Clinical faculty will serve a probationary period of not less than seven years unless stipulated in the initial appointment, such stipulation based upon previous experience. The initial appointment is typically for a three-year period with annual reappointment through the probationary period. Clinical appointments are subject to the same policies and procedures as probationary tenure track faculty.

Clinical faculty are not eligible for tenure, but in order to protect academic freedom they shall be given a three year rolling contract following the probationary period. The three-year rolling contract is in recognition of past achievements and promise for future contribution to the mission of the school. This determination is based upon excellence in teaching and service only as clinical faculty are not evaluated in the area of research.

#### Promotion

Promotion in clinical ranks will follow the same procedures for other faculty and will involve peer review. Clinical faculty will be evaluated on the basis of teaching and service only and must be judged to be excellent in at least one category and at least satisfactory in the other.

#### Salary

Following the initial appointment, the Chair of the respective departments completes annual salary reviews. The existing salary policy as adopted by the Faculty Organization of the School of Physical Education and Tourism Management will be applied uniformly to all faculty in the school.

#### Non-Reappointment, Non Renewal or Dismissal

Notice of non-re-appointment or dismissal of probationary clinical faculty will be given under the same terms that apply to tenure-probationary faculty as outlined in the Indiana University Faculty Handbook. Dismissal of a clinical rank faculty member holding a rolling three-year appointment period following a probationary period may occur because of closure or permanent down-sizing of the clinical program in which the faculty member is serving. Clinical faculty may also be dismissed for professional incompetence, misconduct or financial exigency. Any decision regarding non-reappointment must be made in consultation with the faculty of the School of Physical Education and Tourism Management in accordance with existing policies and procedures as established by the Faculty Organization. Clinical faculty have the same rights of appeal as tenure track faculty including Boards of Review.

#### Summary

Nothing in this policy should contradict provisions for clinical appointments as outlined in the Indiana University Faculty Handbook, August 2001 edition.

Adopted by the Faculty Organization of the School of Physical Education and Tourism Management, February 22, 2002.