

5 FACULTY PROMOTIONS

5.1 Appointment, Promotion, and Retention

The Computer Science Department is committed to being a strong center for research and education in computer science. Consistent with its commitment to strong research and teaching, it has adopted the following policy for appointment, promotion, and retention:

- A. Appointment to and promotion within the department is made only when contributing to the excellence of the department. This policy conforms to the policies and procedures of Purdue University.
- B. The department expects every faculty member with teaching assignments to perform at a satisfactory level in teaching and to recognize that inferior teaching will preclude promotion or re-appointment. Superior teaching will aid in promotion and retention.
- C. The normal procedure for appointment, re-appointment, or promotion of an Assistant Professor who has no prior probationary service is as follows:
 - The original appointment is normally for three years. Before May 1 of the second year of appointment, one of the following actions is taken: (a) a further appointment of one year (the fourth) is made, or (b) notification is given that the third year is terminal. Before May 1 of the third year, one of the following actions is taken: (c) a year-by-year appointment is made beyond the fourth year for a maximum total probationary period of 7 years as an Assistant Professor, or (d) notification is given that the fourth year is terminal. Before May 1 of the sixth year, one of the following actions is taken: (e) promotion to Associate Professor or (f) notification is given that the seventh year is terminal.
 - Under exceptional circumstances, tenure may be granted without promotion to Associate Professor.
 - An Assistant Professor may be promoted earlier than in the sixth year, if the department considers this warranted and the university concurs.
- D. Prior probationary service at Purdue is defined by university regulations; generally, it is a full time appointment at the rank of instructor or higher. An individual who has had a full time faculty appointment at another college or university may be credited with up to four years of prior service. The individual and the department must agree in writing to the determination of years of prior probationary service. Let n be the years of an individual's prior probationary service. The procedures of paragraph C are modified by replacing the probationary period of 7 years by a probationary period of $p = 7 - n$ years. An Assistant Professor who begins his ($p-1$)st year of service must either (a) be promoted to Associate Professor during the ($p-1$)st year, or (b) be informed by May 1 of his/her ($p-1$)st year that the p -th year is terminal.
- E. Temporary appointments (such as continuing lecturers, coordinators of instruction, or visiting appointments) may be made, and all the provisions of the appointment must be agreed to in writing by the department and the individual, prior to the beginning of the appointment.
- F. The department considers the professorship a rank of distinction, accorded for by the achievement of national stature in an area of computer science. It may recommend an individual for promotion to that rank whenever it judges such stature has been attained. The department views not only the rank of Professor, but also the rank of Associate Professor as a terminal rank.

- G. An initial appointment may be made without tenure at the ranks of Associate Professor and Professor. The probationary period is four years and three years, respectively. The criteria for tenure at these ranks are the same as for promotion to these ranks.
- H. The CS Primary Committee is defined by the university as all tenured full professors and all tenured associate professors. Tenured associate professors discuss and vote upon promotion up to and including the associate professor level. The department head shall act as chair of the primary committee. The complete West Lafayette Campus Promotions Policy document is located at http://www.purdue.edu/provost/shtml/doc_and_forms/PromotionPolicy2005.pdf.
- I. The university generally examines performance in three distinct areas in its consideration for promotion. These areas are: teaching, scholarly work and research, and service (to the department, university or community). Each individual case is considered in depth; there are no fixed criteria for evaluation or decision. Assistant Professors should note that it is unlikely they will be promoted if their performance in teaching is judged as being inadequate, or if their performance in scholarly work and research fails to show promise of achieving national distinction.
- J. The university policy on promotion and tenure can be found in the Faculty Handbook located online at http://www.purdue.edu/oop/faculty_staff_handbook/.

5.2 Faculty Mentoring Policy

The goal of faculty mentoring is to help the professional development of junior faculty, both within Purdue and in their broader professional life. A mentor's duty consists of providing advice to mentees about research, teaching, and service—the mentees should benefit from the relationship in all of these major aspects of their career.

The mentoring process is separate from the normal departmental faculty evaluation processes. Of particular importance is the role of a mentor in helping with the facets of academic life that a junior faculty may not have fully experienced in graduate school, including (but not limited to): The writing of proposals for submission to the major funding agencies; the generation of full versions of preliminary conference papers and their publication in rigorously reviewed archival journals; early feedback on teaching style and suggestions for improvements (well before it becomes an issue for the departmental faculty evaluation process); advice on recruitment and supervision of doctoral students; advice on outside activities and the Purdue requirements associated therewith; the CS departmental requirements for documentation of the yearly activities report and maintenance of an up to date curriculum vitae; etc.

Mentoring can require a substantial time commitment, including the proofreading by the mentor of such mentee-written documents as proposals to funding agencies. It should therefore be documented as an activity and the mentor given credit for it as a part of a faculty's service duties.

The formal requirements are:

1. Each tenure-track assistant professor should have access to a Mentor who is a Full Professor or a senior Associate Professor (one with at least three years in the rank of Associate Professor). Associate professors are encouraged to have a Full Professor mentor, but it is not a requirement. A faculty may choose to have more than one mentor, e.g., one for teaching and one for research.

2. Mentors are preferably selected by mutual agreement with their mentees, but if none can be found by mutual agreement then the Department Head will assign a mentor. Changes in these assignments can be requested by a mentee, a mentor, or initiated by the Department Head.
3. Mentors and mentees should meet on a regular basis of a frequency not less than twice every six months.
4. Each mentor shall include, in their annual activity report, a “checklist” documenting the meeting days and listing the broad (not detailed) topics discussed, namely: proposal writing, journal papers, teaching style, doctoral students, outside activities, etc. There is no need to provide any detailed specifics of the issues discussed, or of the advice or recommendations given.

5.3 Departmental Procedures

The CS Primary Committee (PC) has adopted the procedure outlined below for the evaluation of faculty for promotion and retention.

5.2.1 Calendar

Fall Semester of Academic Year Y

Meeting 1:

Date: Late August or early September – exact date determined on a year-to-year basis.

Topic: Evaluation of those Associate Professors who have not been nominated for promotion in Meeting 4 of year (Y-1).

Meeting 2:

Date: Last Wednesday in October; 1:30 p.m. until finished.

Topic: Tenure and promotion cases. This is the only meeting for discussion of cases and voting before action, if any, by the Area Committee.

Spring Semester of Academic Year Y

Meeting 3:

Date: February – exact date determined on a year-to-year basis.

Topic: Yearly review of Assistant Professors (Assistant Professors whose cases have already been considered in Meeting 2 are excluded).

Meeting 4:

Date: April – exact date determined on a year-to-year basis.

Topic: Nominations and determination of tenure and promotion cases to be considered in Meeting 2 of academic year (Y+1). Note that, according to university promotion policy, Associate Professors with tenure may nominate themselves if they have not been considered for promotion during the *last three years*.

5.2.2 Yearly Evaluation of Assistant Professors

1. The Department Head appoints a subcommittee of at least three members of the PC for the evaluation of every assistant professor.
2. Each candidate is asked to provide an updated CV.
3. Subcommittee evaluates teaching and research. Formal departmental teaching evaluation as described in Section 5.2.4 to take place every other year.
4. Presentation of subcommittee report in Meeting 3 includes analysis of the research activities and teaching evaluation.
5. Discussions:
 - If candidate is in his/her 3rd year, the PC votes on renewal of contract.
 - An assistant professor may be nominated for early promotion. If the nomination is seconded, then the Primary Committee will consider the case formally in Meeting 2, provided the candidate agrees.
6. The Department Head generates a report for the candidate that consists of a summary of the PC reaction and Department Head's assessment/decision.

5.2.3 Evaluation of Associate Professors

1. The Department Head appoints a subcommittee of at least two PC members to evaluate each associate professor.
2. Each candidate is asked to provide an updated CV.
3. Subcommittee evaluates teaching, research, and service. Formal departmental teaching evaluation as described in Section 5.2.4 should take place every other year.
4. Presentation of subcommittee report in Meeting 1.
5. The Department Head generates a report to the candidate that consists of a summary of the PC reaction and the Department Head's assessment.

5.2.4 Formal Teaching Evaluation Committee Procedures

1. A two-person committee is appointed to evaluate teaching and course preparation for faculty member XX. The duties of this committee include the following:
 - Independently, each member observes a class presentation of XX.
 - The committee examines:
 - tests, homework, and projects assigned,
 - grade distribution and dropout statistics,
 - course content compared with syllabus and other handouts, and
 - special features.
 - The committee prepares a short report summarizing their findings.
2. XX provides write-ups (typically 1/2 to 1 page each) describing activities like:
 - New courses organized;
 - CS 490, 590, 690 courses and individual studies directed;

- Major revisions of courses, e.g., reorganization of material, adding laboratories, obtaining lab equipment; and
- Thesis work directed.

5.2.5 Formal Promotion Procedures

1. The Department Head appoints a subcommittee for each tenure and promotion case (April).
2. Candidate is asked to update his/her vita and to prepare a detailed statement outlining contributions to his/her teaching, research, and service (early May).
3. Outside letters of evaluation are solicited in early June.
4. Subcommittee prepares its report for the candidate's case and makes it available to the Primary Committee members two weeks before Meeting 2.
5. All Primary Committee members have access to the candidate's complete dossier consisting of his/her statement and all letters of evaluation.
6. All tenure and promotion cases are discussed and voted upon in Meeting 2.
7. According to university guidelines, no absentee ballots are accepted.
8. Final promotion document is prepared by the Department Head with the advice of the subcommittee.