

## Promotion and Tenure FAQ

### A. Promotion Process for Tenure Track and Clinical Track Faculty

#### 1. Who will help me throughout the process?

There are several resources available, including but not limited to (i) FAPDD website and consultation with Neelam Chand (<https://faculty.medicine.iu.edu/who-we-are/our-team/neelam-chand/>) (ii) Faculty development director (<https://medicine.iu.edu/ophthalmology/faculty/faculty-development>) (iii) HR person in department (iv) department chair (v) colleague who just went up for promotion.

#### 2. How do I know when I am ready to be promoted? Who will help me decide?

First, prepare your CV in a standard format (<https://faculty.medicine.iu.edu/pt/documents-downloads/>). Activities completed while in rank count towards promotion; for advancement to Associate Professor, you must be able to document/demonstrate an emerging national reputation, whereas, for advancement to Professor, you must be able to document/demonstrate a sustained national reputation. You will select an area of excellence (research, education, or service) and the criteria for promotion (“Standards of Excellence”) in each of these areas that are listed here: <https://faculty.medicine.iu.edu/pt/documents-downloads/>. Also, discussions with the following individuals will help you decide: your mentor, the executive director of faculty affairs (Neelam Chand; <https://faculty.medicine.iu.edu/who-we-are/our-team/neelam-chand/>; also available at Walk-In Office Hours: 9-11 am 3<sup>rd</sup> Tue and 4<sup>th</sup> Wed of each month), the department’s faculty development director, your chair, clinical or BTR director.

#### 3. What is the average number of years as an assistant professor before promotion to associate professor, and what is the range?

Instead of years, the primary factors determining success with the promotion are (1) what has been achieved in rank to attain an emerging national reputation and (2) a body of scholarship in the chosen area of excellence. In general, you should begin to think about promotion to the next level and discuss it with your mentors after 4 years in rank. If you decide to move forward, then the process takes almost one year, so you would be promoted after 5 years in rank.

#### 4. What is the average number of years as an associate professor before promotion to professor, and what is the range?

The same can be said regarding going from associate to full professor. It is not as much the years in rank but rather achievements in rank to attain a sustained and sustainable national reputation accompanied by a body of scholarship in the chosen area of excellence. In general, you should begin to think about promotion after 4 years in rank, and if you moved forward, it would take effect after 5 years in rank.

#### 5. What are averages and ranges for the number of scholarly articles in rank at the time of promotion?

The number of publications can range widely from rank to rank as well as a number of years and area of excellence. The FAPDD website has a link for the publication range of successfully promoted faculties; please refer to this link <https://faculty.medicine.iu.edu/pt/faqs/how-many-publications-do-i-need-for-promotion>

#### 6. What is the annual deadline for deciding to go up for promotion?

Your first deadline is September 15<sup>th</sup>, so you should begin the process of gathering information and talking with mentors and FAPDD in spring or summer to determine whether to go up for promotion.

**7. What are the steps in the process and the timeline, including submission of dossier and promotion?**

The following is a timeline for promotion and tenure documents used in our department.

Deadline	<b>Action items for Promotion and Tenure (Rows colored in gray are action items for the faculty applicant. The rest will be done by Chair or HR contact)</b>
<b>September 15<sup>th</sup></b>	Submit your interest (email) in going up for P&T to the departmental HR contact
<b>December 1<sup>st</sup></b>	Submit CV (IUPUI format <b><i>Required</i></b> ), Personal Statement, and list of 8 proposed external referees listing with their email addresses to Department Chair.
<b>Early December</b>	Chair sends out external referee requests.
<b>January 30<sup>th</sup></b>	External referee and solicited letters deadline.
<b>March 1<sup>st</sup></b>	Contact HR for access to e-dossier.
<b>April 30<sup>th</sup></b>	Submit e-dossier (April 30 <sup>th</sup> is a <b><i>hard deadline</i></b> )
<b>May</b>	The Primary Committee meets to review faculty dossiers and vote.
<b>June 15</b>	Deadline to upload Primary Committee letter, Department Chair letter, and Committee votes in eDossier.

**8. Where can I find some examples of personal statements?**

Please refer to this link on the FAPDD website <https://faculty.medicine.iu.edu/pt/dossier/>; there are many dossiers under each category of excellence in teaching and service and research, and you will find several examples of personal statements. There is also a helpful [link](#) with tips to prepare your personal statement.

**9. Who contacts the external and internal referees?**

You will need to provide a list of at least 8 names and email addresses of external referees (at least 8) to the HR contact in the department. The chair selects at least 6 from this list, and HR handles the process.. For your dossier to move forward, at least six external letters must be received.

**10. What are the criteria for selecting external referees, and what is meant by “arms-length” letters?**

In general, external referees should hold current academic appointments at least the rank for which the candidate is being considered. A non-academic referee could be included if they have established expertise related to professional service, teaching, and/or some other creative or scholarly work. If a non-academic referee is being considered, it should first be discussed with the chair of the primary committee. Additionally, external referees must meet “arm’s length criteria,” i.e., they are ***Not*** your mentor, dissertation or thesis chair, co-author, collaborator, family member, or personal friend. For additional details, please refer to this [link](#)

**11. How do I lay the groundwork for positive endorsements by external referees?**

External referees are asked to comment on the impact of your work as well as your emerging national reputation or sustained national reputation. Networking is the best way to become known by those outside the department and school. We recommend you attend national meetings, give presentations, serve on committees for national organizations, and be active

in your profession. Then, when it comes time for promotion, you will know several potential external referees who will be familiar with your work.

**12. When can I have access to eDossier?**

You should ask for access to eDossier from our HR contact by 1<sup>st</sup> of March.

**13. In the dossier, it asks for evidence for service grants/awards. What evidence can I provide for projects that I am the PI? Should I upload the contract**

You can include your grants and awards details in your CV under each section for research, teaching, and service. Under CV, you can identify your role as PI, Co-PI, Co-I etc.

**14. Are the external reviewers provided a copy of the personal statement/dossier?**

Yes, external reviewers are provided with a copy of your CV and personal statement.

**15. What is the timeline for when I should expect to hear back on my application?**

You will be informed at every stage as the document moves from department to school to university to the chancellor's office. The following is a typical timeline:

<b>Activity</b>	<b>Time Frame</b>
Department Primary Committee review	May 1 to May 21
Dossiers due for School Committee review	Due July 1
Schools submit dossiers to OAA.	The last Friday of October.
The campus committee reviews and evaluates all dossiers.	December, January, and February—sometimes into early March
Campus committee recommendations are forwarded to the chief academic officer.	Immediately following campus committee reviews; early March
The chief academic officer reviews cases, complete an independent evaluation, and forwards recommendations to the chancellor.	Mid-March
Chancellor reviews cases and confers with the IU and Purdue presidents on the joint recommendations that are forwarded to the respective Boards of Trustees.	Late March
Promotion takes effect	July 1 (12-month faculty) or August 1 (10-month faculty) to coincide with the start of the academic year.
Tenure takes effect	July 1 of the following academic year

**16. Do I need to press the submit button on the eDossier site, or does someone in HR complete this task?**

You will be responsible for submitting your eDossier.

**B. Long-Term Appointment of Clinical Faculty without Promotion**

**1. What is the procedure for a long-term appointment of clinical faculty?**

The long-term appointment of clinical faculty will be accomplished through the faculty annual review process with the chair. If performance is satisfactory, the chair will notify FAPDD that the faculty member may be approved for a long-term appointment. The Dean's office will take administrative action to finalize the appointment.

**2. Would I need to prepare a dossier and personal statement?**

No, you do not need to submit a personal statement or dossier

**3. Do I need a letter of support from a chair?**

No, you do not require a letter of support from the chairman

**4. What is the procedure if I am seeking a promotion?**

If you seek promotion from Assistant to Associate or Associate to Full Professor, you will need to follow the steps described earlier under Section A.

**C. Three and Five-year Review for Tenure Track Faculty**

**1. What is a 3-year review, and how do I prepare for it?**

A 3-year review is conducted to ensure that all tenure-probationary faculty assess their progress toward promotion and tenure near the mid-point of their probationary period. This is the first formative review of the tenure timeline.

You will need to submit your CV (IUPUI format), personal statement (not to exceed five pages), and any teaching evaluations for your three-year review; please refer to this link for further details <https://faculty.medicine.iu.edu/wp-content/uploads/2019/02/Three-Five-year-Review-Checklist2022FORM.pdf>

**2. What is a 5-year review, and how do I prepare for it?**

The 5-year review is a decision point at which a faculty may undergo a second formative review or submit their dossier for promotion and tenure. You will need to submit 'Five-Year Review Acknowledgment of Choice Form' available at this link: <https://faculty.medicine.iu.edu/wp-content/uploads/2018/09/5yearReviewAcknowledgmentOfChoiceFORM2022.pdf>.

The requirement for documentation is similar to the three-year review.

**3. What is the timeline for submitting 3-year and 5-year reviews?**

Please submit your documents to the department's HR contact by December 1<sup>st</sup>

Deadline	Three and Five-Year Reviews <i>(Row colored in gray are action items for the faculty applicant. The rest will be done by Chair or HR contact)</i>
October	Dean's Office sends notifications to faculty.
December 1 <sup>st</sup>	Submit documents to HR contact.

**Additional places for FAQ**

Here are the links for additional FAQ's which may be helpful

IUSM website <https://faculty.medicine.iu.edu/pt/faqs/>