

**APPENDIX C: GUIDELINES FOR ACKNOWLEDGMENT AND EVALUATION OF
FACULTY PARTICIPATION IN GRADUATE INTERDISCIPLINARY
PROGRAM ACTIVITIES IN THE PROMOTION AND TENURE PROCESS**

Faculty Senate April 13, 1992

Purpose

The Provost's Office has required that faculty efforts in "interdisciplinary activities should be recognized" for promotion and/or tenure considerations (memorandum dated 4/26/91, entitled "Promotion and Tenure Process and Preparation of Dossiers," page 2, "Interdisciplinary Candidates"). The present document provides further guidelines and formalizes the procedures for acknowledgment and evaluation of faculty participation in teaching research and service activities specifically related to Interdisciplinary Graduate Programs.

Policy

Inasmuch as faculty participation in the activities of graduate interdisciplinary programs comprises an integral part of their professional activities, these efforts should be included and acknowledged in the evaluation procedures for Promotion and Tenure alongside other relevant activities.

Implementation Procedures

The following are the implementation guidelines:

1. A faculty person who is a member of an Interdisciplinary Graduate Program will be asked to include, as part of her/his Promotion and Tenure dossier, the details of relevant activities (teaching, research, service) in the appropriate Interdisciplinary Graduate Program.
2. The Head of the home department shall request from the Chairperson of the relevant Interdisciplinary Graduate Program a written evaluation of the degree of participation and quality of the activities of the candidate in the Interdisciplinary Graduate Program.
3. This evaluation will be written by the Chairperson of the Interdisciplinary Graduate Program in consultation with an *ad hoc* committee of three tenured faculty of the appropriate rank (in accordance with the prevailing policies of the relevant home department and/or college). The evaluation document will be sent to the candidate's home department P&T committee for inclusion in the candidate's P&T dossier.

Membership on this *ad hoc* committee will be drawn from the Program's Executive Council and will include the Chairperson of the Interdisciplinary Graduate Program. When the candidate is being considered for promotion to full professor and if the Chairperson will sit on the *ad hoc* committee as an ex officio member and an additional full professor member will be appointed to the committee.

In cases where the *ad hoc* committee mechanism appears redundant (e.g., when the candidate's involvement in the Interdisciplinary Graduate Program activities is minimal, or when there is a large overlap in membership between the home department committee and the *ad hoc* committee), the Head of the home department may invite one (or more) tenured faculty of appropriate rank, who is a member of the executive council of the relevant Interdisciplinary Graduate Program, to serve as a pro-tem voting member of the existing P&T committee of the candidate's home department. This will be done with the candidate's written consent.

4. Additional input may be solicited from the Director of Interdisciplinary Graduate Programs whenever it is deemed appropriate (e.g., when the candidate has served as a chairperson of an Interdisciplinary Graduate Program. This will be done with the candidate's written consent.

Once documentation of activities in Interdisciplinary Graduate Programs has been incorporated into the candidate's dossier, it shall be considered by the Department, College and University P&T Committee as an integral part of the evaluation of the candidate for promotion and tenure.