College of Health and Human Sciences
Promotion and Tenure Policies and Procedures

(Approved by Dean Aaron Bowman, 10/19/2026)

This document is a guide to the policies and procedures related to academic promotion and tenure that are specific to the College of Health and Human Sciences (HHS). These college-specific policies and procedures are consistent with those set forth in university policies and in related documents on promotion procedures and promotion criteria. The most important of these documents are available at http://www.purdue.edu/hhs/faculty/promotion_tenure.html).

This document does not attempt to summarize all the university-wide and campus-specific documents referenced above. For example, this document includes few comments about the Campus Promotions Committee, extensions of the probationary period, promotion criteria, or promotion documents. Instead, this document almost exclusively focuses on the composition and functioning of the primary committees of the HHS units and of the HHS Area Committee.

Consequently, HHS faculty eligible for promotion and/or tenure need to read and understand both this document and the university and campus-specific documents that apply to their specific academic appointments. They also need to read and understand the university and college documents on the content and format of HHS promotion documents, and the documents outlining the criteria for promotion in their own academic units (i.e., their departments or schools). These documents are also available through the web page mentioned above. Faculty who serve on promotion committees and those who advise or mentor other faculty eligible for promotion and/or tenure also need to be familiar with those documents.

In this document, **boldfaced** sentences provide information specific to the College of Health and Human Sciences. Portions not in boldface are taken with only minor changes from university or campus-specific documents. Sentences that are new in this version of the document or that have been modified from those in the previous version of the document are in red type.

I. The Faculty Review System

A. Faculty growth, productivity, and success require that primary committee chairs actively and annually convey to each colleague who is not a full professor the levels of performance and achievement that are viewed favorably by the primary and area committees.

B. The primary committee is chaired by the unit head. This committee includes all faculty in a unit who are tenured full professors or tenured associate professors. Tenured faculty with joint appointments are primary committee members only in the unit that is their tenure home**, with exceptions approved by the dean.**

C. To inform faculty about the levels of performance viewed favorably by promotion committees, unit heads should work collaboratively with their faculty to prepare one or more documents that summarize the criteria for promotion in their units. In particular,

those documents should describe the promotion criteria for all categories of faculty with appointments in the unit (i.e., tenure-track and tenured faculty, clinical/professional/teaching faculty, and research faculty, if there are any). The documents should be distributed to all faculty and to the dean, who will ensure they are available on the college's website. **At least every five years, heads should work collaboratively with their faculty to carefully review and revise their documents. During the process of revision, heads should consult with the dean when questions arise about the University and college guidelines for promotion. Before any revision is considered as final, heads must obtain the dean's agreement that it is consistent with those guidelines.**

II. Annual Review by the Primary Committee

A. **Before the end of each spring semester, the head of each unit is expected to convene the primary committee to conduct a review of the progress toward promotion of the unit's assistant and associate professors; clinical/professional/teaching instructors, assistant professors, and associate professors; and research assistant and associate professors who have at least a half-time appointment. Faculty who are candidates for promotion during the same academic year will not be reviewed.**

B. **To facilitate this review, the head will set a deadline for each faculty member to submit relevant materials, typically including an updated curriculum vitae or a draft promotion document (i.e., Form 36 not including any external letters), with exceptions to be approved by the Dean. In addition, faculty may provide the head with other information relevant to the review that they consider significant. This information and the updated curricula vitae or draft promotion documents should be provided to primary committee members at least five business days before their meeting.**

C. When clinical/professional/teaching faculty are to be reviewed, any clinical/professional/teaching faculty of higher rank in the unit will join the primary committee for that portion of the review meeting and participate in the discussion of the clinical/professional/teaching faculty under review. If no clinical/professional/teaching faculty of higher rank are in the unit, the chair of the area committee (i.e., the dean) will consult with the unit head and then appoint one HHS clinical/professional/teaching faculty member whose rank is higher than any faculty to be reviewed to join the primary committee for the review and discussion of the unit's clinical/professional/teaching faculty.

D. When research faculty are to be reviewed, any research faculty of higher rank in the unit will join the primary committee for that portion of the review meeting and participate in the discussion of the research faculty under review. If no research faculty of higher rank are in the unit, the chair of the area committee (i.e., the dean) will consult with the unit head and then appoint one research faculty member from in or outside of HHS whose rank is higher than that of any faculty to be reviewed to join the primary committee for the review and discussion of the unit's research faculty.

E. **In units that have fewer than five tenured faculty who can attend the primary committee meeting for the annual review, the dean will consult with the unit head and then appoint enough tenured faculty from outside the unit to reach a total of five who can attend the annual review meeting to review the progress toward promotion of assistant professors. If any associate professors will be reviewed, and a unit has fewer than five tenured full professors, the dean will consult with the unit head and then appoint enough tenured full professors from outside the unit to reach the total of five who can attend the meeting to review the associate professors' progress toward promotion.**

F. **By June 30, the unit head must provide written feedback to all faculty who were reviewed. The feedback must include an evaluation of the faculty members' progress toward promotion and/or tenure.**

III. Tenure-track and Tenured Faculty Promotion Procedures

A. Nominations for Promotion and/or Tenure

1. Before the end of each academic year, unit heads should notify their faculty about the dates of the fall and spring primary committee meetings for the next academic year. In addition, heads should indicate the spring or summer deadline by which faculty nominated for promotion and/or tenure must submit their draft promotion documents and the supplemental materials that will be sent to external referees.

2. During the spring primary committee meeting, tenure-track assistant professors and untenured associate professors who will be in their penultimate probationary year during the next academic year are automatically nominated for promotion and/or tenure. Faculty in the final year of their probationary period can only be considered for promotion and/or tenure if their department head and dean request and receive the approval of the provost for a primary committee discussion and vote on their case.

3. Note that effective March 26, 2026, all tenure-track professors will be permitted only one attempt at tenure. Nominations for Tenure and promotion prior to the penultimate year require the support of at least two members of the Primary Committee, and the consent of the candidate. A nomination counts as an evaluation as soon as external evaluation letters are formally requested.

4. All other faculty (besides tenure-track) become promotion candidates if they are nominated for promotion and the nomination is seconded at the spring primary committee meeting. The head will notify faculty of their nominations shortly after that meeting and remind them of the deadline to submit their promotion documents and the supplemental materials for external referees. However, nominees have the

option at any stage in the promotion process to request specifically and in writing that they not be considered for promotion and/or tenure during the next academic year.

5. Tenured faculty members who have not been considered for promotion during the previous three years and who are not nominated for promotion during the spring primary committee meeting, but who consider themselves ready for promotion may nominate themselves and be candidates for promotion during the next academic year. These faculty must submit their promotion documents and supplemental materials to the head by the same deadline set for faculty nominated by the primary committee.

6. Responsibility for the content of a promotion document is shared by promotion candidates and their heads. Unit heads are responsible for making sure candidates are aware of their right to review and augment their own promotion documents. Candidates have the opportunity to help create their documents and to receive a copy of the document (not including the confidential comments of the unit head and the dean, and the letters from external referees) that is submitted to the primary committee, area committee, and Campus Promotions Committee. It is also the responsibility of candidates to ensure that the information in the promotion document is accurate before it is sent to external reviewers or primary committee members. However, unit heads and senior faculty who assist in preparing the document should check on items such as the status of publications and the candidates' roles in grant-funded projects. Promotion packets will also be reviewed by the Dean's office prior to submission to the primary committee; heads should work with the faculty member to ensure the packet is ready to be sent to the Dean's office at least one month prior to the primary committee meeting.

B. Primary Committee Review and Voting

1. **Promotion documents that are consistent in content and format with university and college guidelines must be made available to primary committee members at least ten business days before the meeting at which the primary committee will vote on promotion candidates. By the same date, any supporting materials (e.g., reprints of candidates' publications) that were sent to external referees, and any other supporting materials required by the primary committee or supplied by the candidate, must be made available to committee members. At the primary committee meeting, a committee member presents each candidate's case, and general discussion and a vote on the candidate follows.**

2. **At the beginning of the primary committee meeting to consider candidates for promotion, the head reminds members of several policies regarding their participation in the meeting. First, members must keep confidential all remarks made at the meeting and all votes on promotion candidates. (See Section VIII of this document.) Second, members must abide by the conflict-of-interest policy for promotion committees. (See Section IX of this document.) Third, members present for the discussion of a candidate's credentials must vote either yes or no on the ballot for that candidate; abstentions are not permitted. Finally, the head**

reminds members of an important principle governing promotion and tenure at Purdue that is stated in the provost's memos on the West Lafayette campus promotion and tenure policy:

"Length of service in rank by itself is not a factor in promotion and/or tenure decisions at Purdue. The University's document on Criteria for Tenure and Promotion for the West Lafayette Campus states that '. . . issues of timing should not be paramount, and discussions should focus instead on the question of whether the faculty member has provided evidence of a sustainable and impactful record that warrants promotion and/or tenure . . .' We do not designate any promotion nomination as "early," because the key issue is whether a candidate's record meets the standard for promotion. Moreover, committee members should not consider any extensions of the tenure clock granted to a candidate when deciding whether the candidate should be promoted."

3. Each committee member is required to submit a secret ballot for each candidate. Submissions of a blank ballot, recusals, and otherwise un-submitted ballots are not considered as votes. In addition to providing for a "yes" or "no" vote, the ballot will provide an opportunity to show reasons for the vote cast, with space allocated for comments and explanations. All committee members should indicate the reasons for their votes, but this is especially important in the case of negative votes, since comments can be the basis for feedback for faculty improvement.

4. The unit head does not cast a vote in the primary committee unless the committee has fewer than seven members. **In other words, the head votes with the rest of the primary committee only when the total number of committee members, including the head, is five (the minimum allowed) or six. Whether or not the head's vote is counted with those of other committee members and included with the totals on Line 8 of the Nomination for Promotion form (i.e., the Form 36),** the head's recommendation is shown on Line 9 of the form, along with the head's comments.

5. Within ten business days after the primary committee meeting, the head must notify candidates of their promotion progress, although it is recommended that this information be shared as quickly as possible. The reasons for negative decisions must be conveyed to candidates within this same time frame.

6. Those candidates who receive a simple majority vote are sent forward to the Area Committee for review, unless the candidate chooses to withdraw his/her candidacy at this stage. In addition, the head may endorse a candidate who does not receive a majority vote and send forward the nomination with a statement of the rationale for the divergence from the primary committee, unless the candidate requests in writing that the head not take such action.

7. Candidates who do not receive a majority vote of the primary committee and who are not endorsed by the committee chair may, within 15 business days of receipt of notice of the negative decision on promotion and/or tenure, submit in writing to the

dean a request for a written statement of the reason for the decision. This request initiates the procedures for review of negative tenure and promotion decisions that are described in Section VI of the University's "Operating Procedures for Granting Academic Promotion and Tenure."

8. **The head must submit the President's Form 36 (page one of a promotion document) to the Dean's office for any candidate who does not receive a majority vote of the primary committee and who is not endorsed by the committee chair.**

C. Area Committee

1. The HHS Area Committee is chaired by the HHS dean. The dean does not cast a vote in the area committee. Rather, the dean's recommendation appears separately from the area committee's recommendation on the Form 36.

2. **An associate dean of the College of Health and Human Sciences who is a tenured full professor is appointed by the dean to serve as a non-voting member of the committee.**

3. **If the dean cannot attend a meeting of the area committee or the Campus Promotions Committee, the dean appoints a replacement who is both an associate dean and a tenured full professor. The appointee functions in the dean's stead as chair of the area committee, as a voting member of the Campus Promotions Committee, or in both roles, as needed.**

4. **All unit heads are voting members of the area committee. In addition, the voting faculty of each unit elect another tenured full professor from their unit to serve a three-year term as a voting member of the area committee. The faculty elect a second tenured full professor from the unit to serve a three-year term as an alternate. The alternate replaces the regular member from a unit when that member is unable to attend an area committee meeting. If the alternate is a C/P track professor, they may only discuss and vote on C/P faculty.**

5. **The number of full professors without administrative responsibilities who serve on the area committee must be at least equal to one third of the area committee's membership. To ensure that this requirement is met, no tenured professor considered for election to the area committee may hold the position of Assistant or Associate Head, or Assistant or Associate Dean, in the College of Health and Human Sciences. In addition, professors must have at least a half-time appointment in their units to be eligible to represent their units on the area committee.**

6. **An elected faculty representative to the area committee may be reelected and serve consecutive terms.**

7. **Promotion documents forwarded from primary committees are made available to area committee members at least ten business days before the meeting at which a vote of the area committee will take place. By the same date, any supporting materials (e.g., reprints of candidates' publications) that were sent to external referees are made available to area committee members. At the area committee meeting, heads present their units' promotion candidates. Each presentation is followed by a discussion and vote on the candidate.**

8. **At the beginning of the area committee meeting to consider candidates for promotion, the dean reminds members of several policies regarding participation in the meeting. First, members must keep confidential all remarks made at the meeting and all votes on promotion candidates. (See Section VIII of this document.) Second, members must abide by the conflict-of-interest policy for promotion committees. (See Section IX of this document.) Third, members present for the discussion of a candidate's credentials must vote either yes or no on the ballot for that candidate; abstentions are not permitted. Finally, the dean chair reminds members of an important principle governing promotion and tenure documents at Purdue that is stated in the provost's memos on the West Lafayette campus promotion and tenure policy:**

   "Length of service in rank by itself is not a factor in promotion and/or tenure decisions at Purdue. The University's document on Criteria for Tenure and Promotion for the West Lafayette Campus states that '. . . issues of timing should not be paramount, and discussions should focus instead on the question of whether the faculty member has provided evidence of a sustainable and impactful record that warrants promotion and/or tenure. . .' We do not designate any promotion nomination as "early," because the key issue is whether a candidate's record meets the standard for promotion. Moreover, committee members should not consider any extensions of the tenure clock granted to a candidate when deciding whether the candidate should be promoted."

9. Each committee member is required to submit a secret ballot for each candidate. Submissions of a blank ballot, recusals, and otherwise un-submitted ballots are not considered as votes. In addition to providing for a "yes" or "no" vote, the ballot provides an opportunity to show reasons for the vote cast, with space allocated for comments and explanations.

10. Within ten business days after the area committee meeting, the dean or the dean's designee must notify candidates of their promotion progress. The reasons for negative decisions must be conveyed to candidates within this same time frame.

11. Candidates who receive a simple majority positive vote of the Area Committee are forwarded to the Campus Promotions Committee along with documentation of whether and why the candidates have the dean's endorsement, unless the candidates state in writing that they do not wish the case to be forwarded. The dean may also send forward candidates who do not receive a majority positive vote of the Area

Committee with a statement including the rationale for sending the case forward, unless the candidates request in writing that the dean not take such action.

12. Candidates who do not receive a majority positive vote of the area committee and who are not sent forward by the dean may, within 15 business days of receipt of notice of the negative decision on promotion and/or tenure, submit in writing to the dean a request for a written statement of the reason for the decision. This request initiates the procedures for review of negative tenure and promotion decisions that are fully described in Section VI of the University's "Procedures for Granting Academic Promotion and Tenure."

IV. Promotion Procedures for Tenured/Tenure-Track Faculty with a Tenure Home in One HHS Unit and a Partial Appointment in Another Academic Unit

A. Some HHS faculty have joint appointments consisting of a tenure home in one HHS unit and a partial appointment in another academic unit. When these faculty are candidates for promotion, the procedures outlined above are followed in both the primary committee of the unit that is the candidate's tenure home and in the HHS Area Committee, but the following procedures also apply. Comparable procedures are followed when faculty have appointments in more than two academic units.

B. When such a jointly-appointed faculty member is nominated for promotion, the head of the unit that is the tenure home of the promotion candidate should inform the head of the other unit of the promotion nomination and of the schedule for the promotion process.

A letter of assessment from the department/school head of each minority appointment held by the candidate shall be included in the candidate's promotion document prior to the Primary Committee Promotion meeting. Upon request, the candidate's promotion materials and external letters should be made available to the head(s) of the minority department(s)/school(s).

V. Promotion Procedures for Clinical/Professional/Teaching (CPT) Faculty

A. The University recognizes a non-tenure-track faculty status (i.e., clinical/professional/teaching faculty). These appointments provide the opportunity for career advancement for faculty members who focus on excellence in clinical/professional/teaching instruction.

B. Clinical/Professional/Teaching faculty may be nominated for promotion by any member of the Primary Committee or by higher-ranking clinical/professional/teaching faculty in their department or school. Those faculty members whose nominations are seconded will be voted on by the committee.

C. Primary Committee

1. Clinical/Professional/Teaching faculty at the rank of full professor attend the portion of their units' primary committee meetings during which clinical/professional/teaching associate professors who are candidates for promotion are being discussed, and the clinical/professional/teaching professors vote with the primary committee on those candidates. When a unit does not have a clinical/professional/teaching full professor who can attend the meeting, the dean consults with the unit head and then appoints a clinical/professional/teaching full professor from another HHS unit to join the primary committee for the discussion and vote on candidates who are clinical/professional/teaching associate professors.

2. Clinical/Professional/Teaching faculty at the ranks of full professor and associate professor attend the portion of their units' primary committee meetings during which clinical/professional/teaching instructors or assistant professors who are promotion candidates are being discussed, and the clinical/professional/teaching associate and full professors vote with the primary committee on those candidates. When no clinical/professional/teaching full professors or associate professors are available in a candidate's unit, the dean consults with the unit head and then appoints a clinical/professional/teaching full professor or associate professor from another HHS unit to join the primary committee for the discussion and vote on those candidates.

D. **Area Committee**

1. When clinical/professional/teaching faculty are considered for promotion by the area committee, the voting membership of the area committee is expanded. After soliciting nominations from the heads of all units that have clinical/professional/teaching faculty, the dean selects two clinical/professional/teaching faculty at the rank of full professor to serve on the area committee for a three-year term. The two clinical/professional/teaching full professors attend the portion of the area committee meeting during which clinical/professional/teaching faculty candidates are being discussed, and they vote with the area committee on those candidates.

VI. Promotion Procedures for Research Faculty

A. Research Faculty positions are intended to provide a career path that allows for independence, individual scientific growth, and the opportunity for promotion. They are envisioned to be equivalent to tenure-track faculty positions but without the responsibility of didactic teaching and without eligibility for tenure.

B. Primary Committee

1. The procedures for the review of research faculty who are candidates for promotion must be consistent with university policy. In particular, if a research assistant or associate professor is a candidate for promotion in a unit that has

other research faculty of higher rank, the other research faculty attend the portion of the primary committee meeting during which the research-faculty candidates are discussed and vote on those candidates. When no research faculty member of higher rank is available in a candidate's unit, the dean consults with the unit head and then appoints a research faculty member of higher rank from another unit in or outside of HHS to join the primary committee for the discussion and vote on any research-faculty candidates.

C. Area Committee

1. **When research faculty are considered for promotion by the area committee, the voting membership of the area committee is expanded to include a research full professor. After soliciting nominations from the heads of all units that have research faculty, the dean selects one research faculty member at the rank of full professor to serve on the area committee for a three-year term. The research professor attends the portion of the area committee meeting during which research-faculty candidates are being considered and votes on those candidates. If no research professor is a member of the HHS faculty, the dean consults with another college's dean and then appoints a research professor to join the area committee for the discussion and vote on those candidates.**

VII. Tenure Considerations

A. Some associate professors are appointed at Purdue with an initial probationary period rather than with immediate tenure. During their penultimate year or before, these faculty may be considered for the award of tenure without promotion. In these cases, the timetable and the procedures for review by the primary and area committees are the same as for promotion candidates. The final steps after the area committee vote are also the same as for promotion candidates.

B. **For tenure-track assistant professors, the criteria for promotion to the rank of associate professor also serve as the criteria for obtaining tenure. Assistant professors who fail to be promoted to associate professor in their penultimate year are considered not to have met the criteria for obtaining tenure. Therefore, they cannot be nominated to be reviewed by a primary committee or the area committee for the award of tenure without promotion.**

C. An external candidate for a faculty position as an associate or full professor may be appointed with immediate tenure. Before offering such an appointment, a unit head must provide the members of the primary committee with information about the candidate's credentials. Then the primary committee meets to discuss and vote on offering immediate tenure. **Promotion committee meetings that consider and vote on tenure require in-person attendance. Exceptions need approval of the chair of the committee and the**

Vice Provost for Faculty Affairs. If the primary committee chair believes it would be difficult or impossible to convene the primary committee for a discussion and vote on the candidate, an appeal will be made to the VPFA to allow primary committee members to vote by email. If a majority of the committee votes affirmatively, the area committee meets to discuss and vote on the candidate. After reviewing the record of the votes and the information about the candidate's credentials, the dean may request the provost's approval of an offer with immediate tenure. If the provost approves, such an offer can be made. NOTE: The limitation on one shot at tenure applies to immediate tenure for new hires as well. That is, if an external candidate fails to get a majority vote by the Primary or Area committee, they are no longer eligible for tenure at Purdue.

VIII. Confidentiality

A. Throughout the entire review process, Primary, Area, and Campus Promotions Committee members respond to each tenure or promotion nomination as individuals, interpreting achievements described in the nomination documents in light of standards appropriate for the nominee's discipline and the West Lafayette campus's "Criteria for Tenure and Promotion." In the course of these evaluations, open and candid discussions are a critical element to informing each committee member of the candidate's accomplishments. The confidentiality of remarks made at such meetings should, therefore, be carefully preserved and restricted to those within the promotion process to allow for full, fair, and free discussion of the merits of the case. Nothing in this provision of confidentiality allows participants in primary or other promotion committees to engage in illegal, unethical, or inappropriate behavior with impunity.

IX. Conflict of Interest Policy for Promotion Committees

A. Any member of a primary committee whose present or past relationship with an assistant or associate professor may be perceived to compromise that member's ability to make an objective assessment of that assistant or associate professor's credentials should report confidentially the potential conflict of interest to the committee chair before any primary committee meeting at which the assistant or associate professor's progress toward promotion will be discussed. Similarly, any member of a primary committee or area committee whose present or past relationship with a candidate for promotion and/or tenure may be perceived to compromise that member's ability to make an objective assessment of that candidate's credentials should report confidentially the potential conflict of interest to the committee chair before any primary or area committee meeting involving a discussion and vote on that candidate's promotion. A conflict of interest may be financial (as defined in and governed by University policy III.B.2, Individual Financial Conflicts of Interest), personal, or professional. **The following list, while not exhaustive, illustrates the types of relationships that constitute a conflict of interest:**

1. **Marital, life partner, family, or dating/romantic/sexual relationships**
2. **An advising relationship (e.g., the faculty member having served as the candidate's Ph.D. or postdoctoral major advisor or equivalent)**
3. **A direct financial interest and/or relationship**
4. **Any other relationship that would prevent or have the appearance of preventing a sound, unbiased decision**

B. Assistant or associate professors whose progress toward promotion will be reviewed by the primary committee, or who are promotion candidates, who perceive that they have a conflict of interest with a primary or area committee member should report confidentially the potential conflict of interest to the relevant committee chair.

C. When a committee chair receives a report of a potential conflict of interest, or when the chair has information that suggests the existence of a conflict of interest between a promotion committee member and an assistant or associate professor to be reviewed by that promotion committee, the chair should decide whether a conflict of interest exists.

D. When a conflict of interest exists, the promotion committee members involved must recuse themselves and not participate in any review of the assistant or associate professor with whom they have a conflict. In such cases, the committee chair will, immediately before that review begins, announce that those committee members have recused themselves. **When a member of the HHS Area Committee has a conflict of interest with a promotion candidate from the same unit, the alternate member from that unit will replace the member with a conflict for the discussion and vote on that candidate. Alternate members will hall not replace committee members who recuse themselves because of conflicts with promotion candidates not from their own units.**

E. In both primary and area committees, members who do not review an assistant or associate professor with whom they have a conflict of interest should participate fully in the deliberations on all other faculty under review.

F. If the chair of a primary committee or the area committee has a conflict of interest with a candidate under consideration, the relevant committee should elect by majority vote a member of the committee to serve as chair for the consideration of any candidates for whom the chair has a conflict of interest. This individual then performs all the functions of the committee chair that are described in this document.

G. If the dean has a conflict of interest with any candidate being considered, presentation of the candidate to the Campus Promotions Committee is determined by the provost.

X. Changes in the University or Campus Promotion and Tenure Policies

A. The promotion policies and procedures that govern the entire University and the West Lafayette campus change from time to time. When any changes have the effect of nullifying, contradicting, or rendering inconsistent a provision stated in this document, those University or campus policies and procedures will prevail.

XI. Interpretation of this Document

A. Any question of interpretation regarding the promotion and tenure policies of the College of Health and Human Sciences should be referred to the dean of the college for final determination.