

CRCS
Policy & Procedure
for
Tenure & Promotion of
Tenure Track Faculty
CRCSP 19-03

I. Introduction

- A. These standards and evaluation criteria are used to operationally define the qualifications expected for appointment, tenure and/or promotion of tenure track faculty in the CRCS. These standards and evaluation criteria are to be used in conjunction with the [*Idaho State University \(ISU\) Policies and Procedures for Promotion and Tenure*](#) and the [*Kasiska Division of Health Sciences Policy & Procedure for Tenure & Promotion of Tenure Track Faculty*](#). The [*Idaho State University \(ISU\) Tenure and Promotion Application*](#) form provides further information for the candidate.
- B. Individual departments have written guidelines for tenure and promotion requirements and process. Individual departments within the CRCS may have requirements that exceed those listed in this document. The departments' criteria should be included and submitted with promotion and tenure application materials. All tenure and promotion guidelines within the CRCS must be consistent with the [*ISU Policies and Procedures for Promotion and Tenure*](#), and with the [*Kasiska Division of Health Sciences Policy & Procedure for Tenure & Promotion of Tenure Track Faculty*](#).
1. Individual departments will provide documentation if there are considerations for part time faculty, graduate faculty, and shared funding positions.
 2. Individual departments will provide documentation if there were negotiations regarding significant administrative assignments, teaching assignments external to the unit, professional consulting activities or professional practice. Evidence through letters of support or evaluation mechanisms should be included in the documentation if these are to be considered.
- C. These standards and criteria in conjunction with [*ISU Policies and Procedures for Promotion and Tenure*](#) and the [*Kasiska Division of Health Sciences Policy & Procedure for Tenure & Promotion of Tenure Track Faculty*](#) will aid the candidate in preparing supportive materials to demonstrate that they meet the standards in their performance to date in scholarship, teaching and service. A candidate will be expected to meet or exceed the standards and criteria in all areas of a particular rank before promotion to that rank is recommended. Evaluation for promotion will be based on the faculty member's accomplishments throughout his/her entire career, with special attention to the accomplishments since the last successful promotion decision. Further, a candidate will be expected to meet or exceed the standards and criteria for tenure, if application is made for both tenure and promotion status. These guidelines will promote consistent application of evaluation procedures during consideration of any candidate for tenure and/or promotion of tenure track faculty. Recommendations relative to tenure and/or promotion of tenure track faculty must include, but are not restricted to, consideration of the standards and criteria contained herein.

II. Tenure

- A. Tenure is a condition of presumed continuous employment following the expiration of a probationary period and after meeting the appropriate criteria. Tenure is defined and clarified in the [*ISU Policies and Procedures for Promotion and Tenure*](#). Tenure track faculty at Idaho State University are expected to evidence continuous productivity in three areas; scholarship (hereafter refers to all scholarship, research, and creative activities), teaching and service. A candidate for the granting of tenure is expected to present detailed documentation of quality of scholarship, teaching and service to date, and the likelihood of sustained productivity. Issues of collegiality and professional integrity are also considered. The documentation must include the portfolio requirements for tenure review detailed in the [*ISU Policies and Procedures Promotion and Tenure*](#) document. Further, a candidate is expected to complete the [*ISU Tenure*](#)

[*and Promotion Application*](#). All materials submitted by the candidate must be submitted within established deadlines to be considered in any academic year.

- B. Tenure and promotion are granted by university and the CRCS in recognition of achievements to date and the potential for sustained productivity. Tenure is the right of a faculty member to receive an annual renewal of contract except when terminated for cause or as otherwise specified in the [*ISU Policy and Procedures for Faculty Suspension/Dismissal/Termination for Cause*](#). Tenure is granted as a result of demonstrated competence, sustained contribution and a strong commitment to serve the program, the department, the college and the university, as evidenced by the candidate's performance of assigned duties and achievements in teaching, scholarship, and service. The granting of tenure will be linked to promotion to associate professor for those faculty members at the assistant professor rank whose entire time in service for the consideration of tenure was at ISU. For these faculty members, tenure will not be awarded without promotion to the associate professor rank. Exceptions may be granted (e.g. time in rank credit for tenure) for those faculty coming to ISU from other institutions. Tenure is a prerequisite for promotion to the Full Professor rank. In exceptional cases, tenure can be granted upon hire or earlier than the completion of four full years of academic employment at ISU (see [*ISU Policies and Procedures for Promotion and Tenure*](#)). The Dean, Chairs, Directors and faculty are directed to give careful attention to each aspect of the candidate's contribution to the university, college, department, program, and community. Tenure recommendations must include, but are not restricted to the criteria below.

III. **Standards for Tenure Status**

These standards and criteria will be utilized to clarify and interpret the requirements for tenure status (Refer to [*ISU Policies and Procedures for Promotion and Tenure*](#) and the [*Kasiska Division of Health Sciences Policy & Procedure for Tenure & Promotion of Tenure Track Faculty*](#) for description of expectations for scholarship, teaching, and service).

A. **Academic and Length of Service Requirements**

1. A candidate must possess a terminal degree. Terminal degree is determined by a candidate's program in conjunction with national standards and in consultation with the Dean of CRCS. Terminal degree designations should be addressed in program/CRCS departments' promotion and tenure guidelines.
2. An academic faculty member is eligible to be evaluated for tenure status after having completed four full years of academic employment at the institution or in certain exceptional cases as provided in Board Policy II.G.6.d.4.a. An academic faculty member must be evaluated for the acquisition of tenure not later than the faculty member's sixth full academic year of employment at the institution. In certain exceptional cases, the faculty member may petition for extension of the timeline for tenure due to extenuating circumstances. All satisfactory service in any professorial rank may be used to fulfill the time requirements for acquisition of tenure. A maximum of two years of satisfactory service in the rank of instructor at ISU will be counted in partial fulfillment of the time requirement in the professorial ranks. The following interpretations apply:
 - i. Typically, time to tenure is applicable to full time appointments (9-12 month).
 - ii. Less than full time service is applicable only in exceptional cases, with support and documentation from the department. Agreements negotiated at the time of hire and documented in the letter of offer will be honored.

- iii. Time acquired while appointed to a position in whole or in part funded by non-appropriated funds may be applied toward tenure in accordance with university policy.
- iv. Time acquired while holding temporary or visiting appointment status may be applied toward tenure.
- v. Grant time applied toward tenure must be evaluated consistent with university policy.

**See ISU Policies and Procedures, Promotion and Tenure at:

<https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/AA-Promotion-and-Tenure-4020.pdf>

**See Idaho SBOE, Governing Policies and Procedures; Human Resources Policies and

Procedures Section II. G, 6. <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-faculty-institutional-faculty-only-ii-g/>

B. Continued Performance

1. The candidate for tenure must provide evidence of the potential for sustained quality performance in the future. The candidate will be evaluated utilizing criteria corresponding to the appropriate professorial rank. The candidate must demonstrate that they meet or exceed performance standards in all areas below, as applicable to the individual applicant:
 - i. Teaching and Competence in the Profession: An essential component for promotion or the granting of tenure is the ability to teach effectively. Teaching effectiveness should be documented through multiple sources; not only student surveys.
 - ii. Scholarship: Faculty should demonstrate continuous scholarship inclusive of research and creative activities including pursuit of external funding to support research endeavors. Faculty must demonstrate leadership and innovation with scholarship that advances health science and health science education. Qualifications will be evaluated on the quality of work, range and variety of intellectual endeavors, and ability to continuously complete and disseminate scholarship, since being appointed to a position at ISU. Work prior to ISU appointment may be considered, but work since appointment at ISU will be emphasized in the evaluation.
 - iii. Service: Service to the institution (university/division/college/department) and to the discipline is expected for eligibility for tenure and for all tenured and tenure track faculty.
 1. Service to the discipline will be considered the highest level of service: e.g. manuscript reviewing, journal editing, conference planning, serving as an officer for a state/national/international professional organization ~~etc.~~ development and dissemination of professional continuing education.
 2. Service to the University: e.g. service on university/college/departmental/program standing and ad hoc committees, marketing, alumni engagement, promotion activities.
 3. Community/Public Service: Include those activities that relate directly to one's academic discipline and/or areas of specific expertise. Community/public service could include aspects of extramural service to schools, industry, and local, regional or state organizations that are professionally related. Service of a

non-professional, personal interest nature, should not be included in promotion and tenure application materials.

- iv. Administration: Major administrative assignments such as department chair, associate chair, program director, clinic director, or other coordinators (e.g., externship, online programs) may be considered. If appropriate, the administrative assignment, responsibilities, time commitments and evidence of quality should be presented.
- v. Collegiality and Professionalism
 1. All faculty must be collegial members of their departments, and their actions must contribute to the effectiveness of the department, the College, the Division, and the University. Faculty are expected to be intellectually honest, dependable regarding their ability to meet deadlines and commitments, and to exhibit professional demeanor. Collegial faculty are able to interact effectively with their peers and students, and are sought out by others for opinions. Faculty also should be sensitive to and exhibit an understanding of their professions. ****See [Division of Health Sciences Expectations on Professionalism](#).**
 2. While collegiality and professionalism are important and should be evaluated as a threshold condition, candidates possessing these attributes must still demonstrate appropriate quality and quantity of teaching, scholarly activity, service and administration, where appropriate.

C. Intellectual and Academic Leadership

1. In those academic ranks which require this attribute, Associate and Full Professor, the candidate for tenure must evidence that they are also meeting this standard.
2. Faculty members who have been assigned part-time administrative responsibilities (department chair, associate chair, program director, clinic director, or other coordinators (e.g., externship, online programs) are expected to maintain a balance among the relevant areas of faculty responsibility-teaching, scholarship, and service-as part of their total workload and as negotiated at the time of appointment and documented in the previous year's Annual Faculty Evaluation-Summary of Accomplishments or appointment letter. Administrative assignments do not exempt faculty from meeting all criteria associated with promotion and tenure as detailed in this document. ([ISU Policies and Procedures Promotion and Tenure](#))

D. Process

1. The review process for promotion and/or tenure should adhere to the following progression:
 - a. Department/Program committee
 - b. Department Chair/Program Director
 - c. CRCS Committee
 - d. Dean of the CRCS
 - e. Vice President for Health Sciences (VPHS)
 - f. University Provost
 - g. University President
2. CRCS Committee Composition: The CRCS Promotion and Tenure Committee will consist of one academic faculty member from each program that has tenure track faculty (i.e., AuD, OT, PT, SLP) and one clinical faculty member from the candidate's program who is currently elected on the CRCS Clinical Promotion Committee.

- a. Members of the committee will be elected by colleagues in their respective departments.
- b. Faculty at the Associate or Professor levels will be eligible to serve.
- c. Members will serve three year terms with staggered timing.

3. Reviewers at each level should have access to the recommendations made at previous levels. At each of the first four stages of the review process, the candidate will have five working days following the receipt of the recommendations to respond to the written recommendation. The candidate's response will accompany all documents forwarded to the next level of review. -At each level, either a vote of the group or a recommendation from the administrator must be made. All votes and recommendations must be accompanied with a written rationale. ([*ISU Policies and Procedures Promotion and Tenure*](#))

E. Letters and External Review

The application portfolio will include a minimum of three letters (but no more than six) from reviewers who are expert in the individual's field or a related scholarly field. Letters will be obtained as specified in the [*ISU Policies and Procedures Promotion and Tenure*](#) document. The letter of offer from the time of hire will be included in the portfolio submitted to the CRCS in the application for the first promotion and/or tenure at ISU.

IV. Evaluation Criteria for Tenure

These evaluation criteria along with departmental level criteria will be applied based on the Standards for Tenure. Those criteria that apply to the appropriate professorial rank will be utilized in the tenure review. For example, a candidate for tenure only who holds the rank of Associate Professor will be evaluated utilizing the standards and criteria for Associate Professor. A candidate for tenure *and* promotion who holds the rank of Assistant or Associate Professor will be evaluated utilizing the standards and criteria for the rank for which they are submitting documentation. If a candidate is seeking tenure and promotion, only those accomplishments since the previous promotion will be considered.

A. Academic and Length of Service Requirements

1. Terminal degree held for profession
2. Evidence of *continuous* productivity in scholarship, teaching, and service, with the emphasis on accomplishments since being appointed to a position at ISU.
3. Years of teaching experience at the college or university level. The total number of full academic years completed apply toward eligibility for tenure.

B. Teaching and Competence in the Profession: Competence in teaching requires competence in the subject matter and also teaching best practices (not all inclusive, here is a list of possible sources of evidence).

1. Command of the professional subject matter.
2. Examples of any work demonstrating command of an area of teaching and competence in the profession.
3. Participation in relevant continuing education courses.
4. Incorporation of current research and related literature and techniques in didactic and/or clinical teaching.
5. Evidence of self-reflection and implementation of best practices in instruction.

6. Active interprofessional teaching involvement in the CRCS and/or across the university.
7. Evidence of continuous growth in the subject field.
8. Teaching evaluations should have qualitative and quantitative assessment components.
9. Peer teaching evaluations.
10. Confidence displayed as a professional and professional attitude.
11. Ability to hold student interest in subject matter (manner of presentation, projected enthusiasm).
12. Invited participation as a teaching scholar.
13. High standards of performance utilizing fair and objective evaluation mechanisms.
14. Involvement in and responsiveness to student concerns.
15. Development and delivery of interprofessional courses.
16. Significant honors and awards.

C. Scholarship

1. Demonstrated sustained productive scholarship inclusive of research and creative activities which is disseminated and demonstrated by (not all inclusive, here is a list of possible sources of evidence).
 - a. Publications of original research
 - b. Evaluative descriptions of practice and instruction innovations
 - c. Critical reviews in refereed journals
 - d. Patents
 - e. Books, book chapters, contributing authorship
 - f. Development of significant instructional materials or resources
 - g. Peer reviewed and invited professional podium and poster presentations at the local, regional, national and international levels
 - h. Grants and contracts
2. Documentation of pursuit of grant funding to support scholarly activity. In situations where funding awards are denied, documentation of scores and qualitative comments on grant reviews should be considered.
3. Scholarship will be considered based on quality as recognized in the profession and not equally weighted. The quality and importance of the publication or the product will be evaluated such as first authorship and stature of publication. As a general rule, reports of original research in peer-reviewed journals, patents or scholarship of teaching and practice innovations are weighted more heavily than review articles or book chapters, which in turn are weighted more heavily than case reports, abstracts, and manuals (e.g. training manuals).
4. Faculty must demonstrate leadership and innovation in a program of original scholarship that advances health science.

D. Service

1. Demonstrated interest in and service to the discipline, university, and/or community/public (not all inclusive)
 - a. Committee or Council involvement at the university, KDHS, CRCS, and department/program levels (membership, Chair, other)
 - b. Relevant community/public service

- c. Pertinent consulting activity
- d. Pertinent community service related to the interests of the university
- e. Involvement in professional organizations and associations
- f. Development or coordination of community service projects related to the health profession
- g. Volunteer service (presentations and participation) in community projects
- h. Participation in interprofessional service activities within the University, CRCS and/or community.
- i. Professional continuing education course development and dissemination.

2. Service to the institution (university, division/college/department) and to the discipline is expected of all tenured and tenure track faculty members. Service to the discipline can include, manuscript reviewing, journal editing, conference planning, serving as an officer for a national organization, etc.. Applicable community/public service includes only those activities that relate directly to one's academic discipline and/or areas of specific expertise ([*ISU Policies and Procedures Promotion and Tenure*](#)).

E. Collegiality and Professionalism

See KDHS Expectations on Professionalism [*Division of Health Sciences Expectations on Professionalism*](#)

F. Intellectual and Academic Leadership Evidence of intellectual and academic leadership as evidenced by (not all inclusive):

- 1. Establishing and/or developing Interprofessional Activities
- 2. Mentoring of peers, other faculty members, or administrators
- 3. Special administrative assignments (i.e. director, interim director positions, etc.)
- 4. Special appointments (i.e. special task force, committee assignment, appointed responsibility).
- 5. Special recognition and awards by peers for professional accomplishments

V. Standards for Promotion in the Academic Rank

[See III. Standards for Tenure Status (A-D) above. With the exception of the promotion to the rank of Assistant, the standards for Tenure apply to the promotion to Associate Professor and Full Professor ranks.]

VI. Evaluation Criteria for Academic Progression (Promotion)

*Note - these are minimum criteria for promotion.

A. Assistant Professor

- 1. The degree of Master of Arts or Master of Science or other entry level professional degree plus graduate work beyond the minimum degree required for entry to the profession.
- 2. Good scholarship as reflected in academic record.
- 3. Demonstrated competence in the field plus interest in and capacity for teaching.
- 4. Evidence of creative scholarly activity.
- 5. Demonstrated interest in the welfare of institutions of higher learning.
- 6. Three years of teaching experience at the college level or appropriate experience in the field.

B. Associate Professor

1. Doctoral degree or the terminal degree in the field.
2. Good scholarship as reflected in academic record.
3. Demonstrated competence in the field plus interest in and capacity for teaching.
4. Evidence of creative scholarly activity and of continuing productive scholarship.
5. Demonstrated interest in the welfare of institutions of higher learning.
6. Five years of teaching experience at the college level or other appropriate experience in the field.
7. Evidence of intellectual and academic leadership.

C. Professor

1. Doctoral degree or the terminal degree in the field.
2. Good scholarship as reflected in academic record.
3. Demonstrated competence in the field plus interest in and capacity for teaching.
4. Evidence of creative scholarly activity and of continuing productive scholarship.
5. Demonstrated interest in the welfare of institutions of higher learning.
6. Seven years of teaching experience at the college level or other appropriate experience in the field.
7. Evidence of intellectual and academic leadership.
8. Earned tenure

D. Time in rank

1. It is the expectation that a faculty member spend four years within rank prior to application for promotion.
2. A faculty member seeking promotion in less time in rank must demonstrate exemplary qualifications and artifacts.

VII. Documentation for Promotion Review

In order to appraise a Candidate's qualifications and accomplishments for promotion, the Candidate should follow university and KDHS guidelines for methods of organizing and submitting information for review.

- A. The review materials should contain the items as indicated in the ***ISU Tenure and Promotion Application***.
- B. Once completed and presented for review, the materials may not be amended or altered except for the addition of the administrative reviews/evaluations of the candidate and the candidate responses to the evaluations, as specified by ISU policies and procedures.
- C. The Candidate must be provided the opportunity to review all materials/documents to be considered by the CRCS Promotion and Tenure Committee which were not submitted by the Candidate. The Candidate will be provided five (5) working days to reply or respond in writing.
 1. Access to information from external reviewers will be determined at the department/program/school/college level, as reflected in the letter to the reviewers.

- D. The review materials should be delivered to the Vice President's office no less than ten (10) working days prior to the scheduled review. The materials may be reviewed for completeness with the Candidate and then will be housed in the Vice President's Office or other suitable location selected by the Vice President.
- E. At any level, removal of sections of the materials or other use by any person is inappropriate unless specific permission is granted by the Candidate.

VIII. Evaluation Criterion

- A. Accomplishments prior to ISU may be considered in promotion and tenure decisions, however, candidates must demonstrate accomplishments after appointment to a faculty position at ISU in order to be considered for promotion and/or tenure.

IX. Procedure

- A. The Vice President and the Dean/Department Chair/Program Director must make inquiries to determine tenure track faculty members who may be seeking tenure and/or promotion. Copies of CRCS Policy and Procedure for Tenure and Promotion of Tenure Track Faculty will be made available to all candidates seeking tenure and/or promotion.
 - 1. The Dean must notify all faculty in the CRCS of the approximate calendar for preparing and submitting materials for review by the CRCS Promotion and Tenure Committee. This notification must occur at least eight (8) weeks prior to the deadline for submission of materials to the Dean.
- B. The tenure and promotion process will include the following steps according to established timeline:
 - 1. Candidates are notified of the dates for submission of their application to the CRCS. All other program, department, and college deadlines are set and managed by the administrator of each unit.
 - 2. Candidates submit materials according to the format dictated by the [*Office of Academic Affairs*](#) for programmatic/departmental peer review.
 - 3. Departments review applicant materials and submit report to the CRCS Promotion and Tenure Committee.
 - 4. CRCS Promotion and Tenure Committee reviews materials and submits a letter of recommendation to the Dean's office.
 - 5. CRCS Dean reviews materials and submits a letter of recommendation to the Vice President's office.
 - 6. The Vice President reviews materials and submits a letter of recommendation to the Office of Academic Affairs.
- C. All candidates must submit written permission for the review of all submitted materials. Permission to review the materials must be granted to the Vice President, CRCS Dean, and any required members of the faculty, administration, or committees of the Department/Program/College. As some documents may be confidential, written permission should be placed at the beginning of the Candidate's submitted materials.

- D. Change from tenure-track to non-tenure track appointments
1. In certain rare cases, faculty members may request to convert their tenured or tenure-track appointment to a non-tenure track research, clinical, or lecturer appointment. This change must be approved by the chair, dean, vice president, and provost, and should occur only when it is in the best interest of the program and University. Faculty who elect to move to a non-tenure track appointment may not change back to tenure track in the future; therefore, the request must be clearly justified, and the revision in workload expectations fully delineated and documented. Faculty members may also change from a non-tenure track to a tenure track position, with the approval of the chair, dean, vice president and provost, and this change should occur only when it is in the best interest of the program and the University. Faculty who elect to move to a tenure track appointment may not change back to non-tenure track in the future; therefore, the request must be clearly justified and the revision in workload expectations and the timing of the path to tenure must be fully delineated and documented. All faculty appointments are subject to approvals as required by Idaho State Board of Education policies. ([State Board Policies](#)).

Revisions to the CRCS Policy and Procedure for Tenure and Promotion of Tenure Track Faculty will be addressed as described in the CRCS Policy on Policies. Any proposed changes to CRCS Policies and Procedures will take effect on the first of May after approval, and will be applied in the upcoming academic year.