



Idaho State University

POLICIES AND PROCEDURES

Promotion and Tenure

ISUPP 4020

POLICY INFORMATION

Policy Section: *Academic Affairs*

Policy Title: *Promotion and Tenure*

Responsible Executive (RE): *Vice President for Academic Affairs and Provost*

Sponsoring Organization (SO): *Faculty Senate*

Dates: Effective Date: *May 5, 2011*

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I. POLICY STATEMENT

Each unit (division, college, school, library, etc.) shall establish guidelines for promotion and/or tenure that are consistent with the Governing Policies and Procedures of the Idaho State Board of Education and/or with the policy set forth in this document. These guidelines should clearly outline the requirements for gaining promotion and/or tenure, and the process by which Promotion and Tenure Committees should be established and operated.

The procedures outlined here are intended to assure fair and equitable treatment of Faculty members throughout Idaho State University during their promotion and tenure reviews, and to ensure confidence that promotion and tenure recommendations will be fairly and equitably applied. This process provides each unit the opportunity to apply and evaluate discipline-specific promotion and tenure criteria in accordance with University policy.

II. DEFINITIONS

A. **Faculty** (see ISUPP 3050)

These positions are designated as exempt in accordance with the Fair Labor Standards Act (FLSA), and meet Idaho Code requirements as “teaching staff” in accordance with Idaho

Code 67-5303(j). Faculty employees comprise a large and unique subset of Idaho State University's non-classified employees. Thus, Faculty employees are addressed specifically throughout ISU Policies and Procedures and related SBOE Governing Policies and Procedures. References to "institutional Faculty" or "Faculty" in ISU Policies and Procedures include both academic and Career Technical Education (CTE) Faculty. Institutional Faculty are generally subject to all of the same policies and procedures unless one group is specifically addressed or exempted.

1. Tenure-Track and Tenured Faculty Positions

- a. A Faculty position assigned to an academic department or the University library wherein the incumbent holds academic rank and is eligible for tenure, is tenured, or has been denied tenure but is still employed under a non-tenured fixed term appointment.
- b. The primary responsibilities of a member of the tenure-track or tenured Faculty in an academic department are instruction, research and professional service in accordance with the Faculty Workload policy as maintained by the Provost/Academic Affairs. (Faculty noted workload is often negotiated at the department level, with approval from college and academic affairs leadership.)
- c. Titles in this category are the same as the four primary academic ranks defined by SBOE Governing Policies and Procedures, policy II.G.1.d(i). The ranks in ascending order are Instructor, Assistant Professor, Associate Professor, and Professor.

2. Non-Tenured Faculty

- a. A Faculty position in which the primary responsibility is teaching in degree and/or certificate programs or clinical settings, or conducting research.
- b. Non-tenured Faculty are not eligible for tenure, may or may not have responsibilities for research and/or professional service, and may serve on a wide range of institutional committees subject to the practices of the University, college, or department.
- c. Titles in this category are determined by University, division, or college.
- d. Non-tenured Faculty are eligible for academic rank and promotion (as defined by SBOE Governing Policies and Procedures II.G.1.d.(i)) based on criteria and needs of the respective department and college.
- e. Existing examples of non-tenured Faculty may include, but not be limited to, non-tenure track contract, clinical, research, and Faculty at rank, as defined in ISUPP 3050.

3. Adjunct Faculty

- a. Adjunct Faculty are part-time, temporary Faculty positions in which an individual is hired to teach a specified course or courses for one academic semester or term with no expectation of subsequent appointments. Typically there is no expectation of research or professional service for an adjunct Faculty member as part of their workload. Promotion and Tenure are not available options for adjunct Faculty.
4. Affiliate Faculty and Allied Graduate Faculty
- a. An Affiliate Faculty member may provide instruction, conduct research, and/or provide clinical supervision, typically without compensation, for students enrolled in credit-bearing learning experiences on-campus or in off-campus settings such as medical centers, public schools, business and industry, and/or government agencies. The Affiliate Faculty program is managed by Academic Affairs.
 - b. An Allied Graduate Faculty member provides graduate level instruction, mentoring, and supervision to graduate students, typically without compensation. The Allied Graduate Faculty program is managed by the Graduate School.
 - c. Promotion and rank are not available to Affiliate Faculty.
5. Administrative Faculty
- a. A Faculty position in which the incumbent is qualified to hold academic rank and his or her responsibilities are primarily administrative.
 - b. The President is a member of the administrative Faculty, as are the Provost, the deans of the colleges and the University library, and all administrative officials who are qualified to hold academic rank and are designated as administrative Faculty by the President or his/her designee.
 - c. A member of the administrative Faculty may also be a member of the tenured Faculty.
 - d. Titles in this category are varied and are assigned by the supervising authority subject to the approval of the President or his/her designee.
 - e. Administrative Faculty are not eligible for promotion under the promotion and tenure policy.
6. Visiting Faculty
- a. A Faculty position held by an individual who is visiting the University for the purposes of collaboration, for advanced study in their field of expertise, or to augment the capabilities of the University through an appointment not covered by other Faculty categories.

- b. Members of the visiting Faculty are not eligible for promotion or tenure and typically receive up to three one-year appointments. In some cases, these appointments may be renewable but still are not eligible for promotion or tenure.

III. AUTHORITY AND RESPONSIBILITIES

The Office of Academic Affairs has the authority and responsibility to update and review this policy as necessary in consultation with the Faculty as represented by the Faculty Senate.

IV. FACULTY CLASSIFICATIONS FOR PROMOTIONS AND FOR TENURE

A. Faculty Promotion Only

1. Tenured who have not reached the rank of Professor. (II.1)
2. Tenure track who have not yet received tenure, or who have been denied tenure as in (II.A.1.a).
3. Non-tenure track (II.A.2).

B. Faculty Tenure and Promotion

1. Tenure track simultaneously seeking tenure and promotion (II.A.1).

C. 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.
2. This change must be approved by the chair, dean, and Provost, and should occur only when it is in the best interest of the program and University.
3. 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.
4. Faculty members may also change from a non-tenure track to a tenure track position, with the approval of the chair, dean, and Provost, and should occur only when it is in the best interest of the program and the University.
5. All Faculty appointments are subject to approvals as required by Idaho State Board of Education policies.

D. Faculty Not Eligible for Promotion

1. Adjunct (II.A.3)
2. Affiliate and Allied Graduate (II.A.4)
3. Administrative (II.A.5)
4. Visiting (II.A.6)

V. PROCEDURES TO IMPLEMENT

A. Promotion only (IV.A) – Process, and Procedures, and Requirements

1. Promotion to Full Professor for Tenured Faculty
 - a. 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. Three or more letters of external review are required (from individuals outside ISU). Quality teaching remains a requirement. A strong national and/or international presence in scholarship and continued productivity are expectations for promotion. Other aspects of promotion only requirements are included in Section V.C below
2. Promotion of Non-Tenure Track Faculty
 - a. A continuing non-tenure track Faculty member is eligible to be evaluated for promotion according to the guidelines set by the unit/department and college/school/division. Subsequent reviews for promotion to each higher rank associated with a Faculty member's appointment classification require completion of a minimum of three (3) full years of service to Idaho State University at the current rank, as well as meeting all the requirements for appointment to the higher rank, as outlined in the relevant unit/department/college promotion document. Review for promotion may occur no earlier than during the person's fourth academic year in the current rank.
 - i. 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.
 - ii. The promotion portfolio requirements, and the process and relevant guidelines outlined below in Section V.B for a tenure review will be followed, including letters of external review for those individuals engaged in scholarship.
 - iii. Each unit/department and college/school may establish its own time-in-rank requirements subject to approval by the dean and the provost.

B. Promotion and Tenure (IV.B) – Process, and Procedures, and Requirements

1. The Idaho State Board of Education Governing Policies and Procedures (II.G) states: "A Faculty member is eligible to be evaluated for the acquisition of tenure after having completed four (4) full years of academic employment at the institution, although tenure may be awarded prior to completion of this initial eligibility period in certain exceptional cases as provided in Board Policy II.G.6.d.iv.1.: 'Tenure may be awarded prior to completion of the usual eligibility period in certain exceptional cases. In such cases, the burden of proof rests with the individual.' In addition, an academic Faculty member must be evaluated for the acquisition of tenure not later than the Faculty member's sixth (6th) full academic year of employment at the institution. In certain exceptional cases a Faculty member may petition for extension of the timeline for tenure due to extenuating circumstances" (as provided in Board Policy II.G.6.d.iv.2). Idaho State Board of Education Policy defines "exceptional cases" in the following manner: "... the Faculty member must formally request such an extension and indicate the reason for the request. An institution that permits an extension of the tenure review period must include in its policies the procedure a Faculty member must follow to request such an extension, and the basis for determining the modified timeline for review." The Stop the Clock Policy which is part of this document in section V.D is ISU's policy for exceptional cases.
2. Mandatory third-year review for all tenure track continuing Faculty: All tenure track Faculty must undergo a mandatory third-year review. The third-year review offers the opportunity to qualitatively assess a Faculty member's progress, and may result in an early tenure bid and/or remediation of problems that are identified. The third-year review will be conducted during the third year of full-time service with input from the unit/department Faculty, unit/department chair, college/school/division review committee and dean. Candidates undergoing the third-year review will follow the specific guidelines of the college/school/division and use the Idaho State University Tenure and Promotion Application form. External reviews should not be part of the third-year review process.
3. 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 spent at Idaho State University. For these Faculty members, tenure will not be awarded without promotion to the associate professor rank. In some cases, Faculty may be hired without tenure at the associate or full professor rank.
4. For tenure-track Faculty whose time in rank is at Idaho State University, a maximum of two (2) years satisfactory service in the academic rank of instructor at the institution

will be allowed in partial fulfillment of the time requirement in the professorial ranks (SBOE II.G.6.d.iii). This allowance serves for both promotion to associate professor and tenure.

5. As an exception, Faculty members who come to Idaho State University where time-in-rank credit toward tenure is specifically granted in the letter of offer may be eligible to be evaluated for the acquisition of tenure earlier than the standard four-year timeline. Individuals hired following a national search for some academic administrative positions may be appointed in rank, with tenure, by the President at the time of hire (e.g., an academic vice president, a dean, and in some cases a department chair). In addition, on rare occasions, a senior Faculty member may be brought in with tenure at the discretion of the President.
6. Department and College Tenure Committees: It is expected that the Provost, in recommending tenure, will have sought and considered evaluations of each candidate by one or more committee(s) appointed for the purpose of tenure review. The membership of such committee(s) must include student representation and one (1) or more representatives from outside the college/division/unit/department, with the remainder made up of tenured and continuing non-tenured Faculty at the assistant professor or higher rank. Each member of the committee has an equal vote on all matters. The committee(s) must give proper credence and weight to collective student evaluations of Faculty members. The recommendation(s) of the committee(s) will be forwarded in writing through appropriate channels, along with written recommendations of the unit/department chairperson or unit head, dean, and chief academic officer to the chief executive officer (i.e., President), who is responsible for making the final decision.

C. Review Process for Promotion and/or Tenure

1. The review process for promotion and/or tenure will include the following:
 - a. Faculty of the unit/department eligible for promotion and/or tenure and the unit/department chair will jointly establish the performance expectations for Faculty members within the unit, in accordance with national disciplinary and institutional standards, and will evaluate Faculty accomplishments with regard to individual workload assignments.
 - b. The promotion and/or tenure application will include a minimum of three (3) letters (but no more than six (6)) from reviewers who are expert in the individual's field or a related scholarly field. Exceptions to this requirement for external reviewers would be those Faculty who are not required to conduct research or publish. External reviewers should have no significant relationship to the candidate (e.g., major professor, relative, former student). Reviewers should be highly regarded and

recognized scholars in the candidate's discipline and able to evaluate the quality, productivity, and significance of her or his scholarship within the candidate's assigned workload. External reviewers must be selected from individuals outside of ISU.

- c. The candidate must submit a list of at least seven (7) recommended external reviewers to the department chair early during the summer preceding the academic year in which the candidate is applying for promotion and/or tenure. These recommendations should be accompanied by brief biographical information supporting the choices as well as certification that there is no significant relationship (e.g., major professor, dissertation professor, or co-author) with the recommended reviewers. The chair of the department may also consider other professionals in the candidate's specific area of expertise as external reviewers. The chair will select at least two reviewers from the candidate's recommended list and solicit external review from an additional one (1) to four (4) professionals in the candidate's area of expertise. The candidate will refrain from contacting potential external reviewers.
 - i. The department chair must demonstrate "best efforts" to obtain the letters of recommendation for the candidate in a timely manner. In some cases, there may be a lack of timely response or no response from those selected to provide letters of recommendation. Rather than delay the promotion and/or tenure review and recommendation process, the chair must provide written justification for submitting fewer than the required minimum of three (3) reviewer letters to the college dean/division head or higher-level decision makers.
- d. The candidate will provide copies of a current vitae and other materials chosen by the candidate as appropriate for external review of the candidate's scholarship. When inviting a potential reviewer to review a candidate's scholarship, the chair will forward these materials along with copies of the department and college tenure policies and Mission Statements of the Department, College, and University, as well as a written description of the candidate's assignment of efforts and activities for the entire time span being evaluated.
- e. All solicited letters received will be included with the documentation for the promotion/tenure case. In communicating with an external reviewer, the department chair must use a version of the sample letter provided in the promotion and tenure application form.

2. The promotion and/or tenure decision will be based on the significance and quality of the candidate's scholarship, teaching, and service to date and will take into account an assessment of the likelihood of sustained productivity.
3. Faculty members being evaluated for promotion and/or tenure should include the following in the portfolio:
 - a. The Idaho State University Tenure and Promotion Application form.
 - b. A current curriculum vitae. It is expected that the curriculum vitae will include the entire professional background of the candidate.
 - c. Annual performance reviews for reappointment, including a more intensive third-year review (see V.B.2 above).
 - d. Evidence of effective teaching and/or clinical practice by providing the following:
 - i. History of student evaluations - may be summarized by the unit/department
 - ii. Thesis and/or dissertation committee service
 - iii. Peer review of teaching and/or clinical practice
 - iv. Any other evidence of quality teaching and/or clinical practice activities
 - e. Evidence of relevant scholarship/research/creative activities should be provided in the curriculum vitae and in the candidate's portfolio.
 - f. Evidence of relevant service should be provided in the curriculum vitae and in the candidate's portfolio.
- D. Stop the Clock Tenure Process (amended and approved by the Faculty Senate 11/17/2014 after review and suggested edits by the council of deans)
 1. Tenure track Faculty members at ISU are to be evaluated for the acquisition of tenure not later than the Faculty member's sixth (6th) full academic year of employment at the institution. The Faculty and administration of the University understand that there are sometimes extenuating circumstances that might prohibit a Faculty member from being ready for a tenure review by the aforementioned timelines. "Stop the Clock" may only be requested prior to submitting a complete tenure portfolio.
 2. "In certain exceptional cases a Faculty member may petition for extension of the timeline for tenure due to extenuating circumstances" (as provided in Board Policy II.G.6.d.4.b). Idaho State University recognizes "exceptional cases" such as unforeseen research-related difficulties; family emergencies; illness; childbirth; unforeseen emergency; operational impacts on the unit housing the Faculty member resulting in significant workload readjustment; or other such extenuating circumstances. In such cases, the following is the procedure to be followed.

- a. Faculty members shall submit a letter of request to their program/department chair. The letter must provide an explanation of the request, as well as a proposed timeline for starting the tenure clock once again.
 - i. Within thirty (30) calendar days at each stage: the department or program chair shall respond in writing to the Faculty member, indicating support for, or rejection of, the request.
 - ii. The Faculty letter and chair letter shall then be forwarded to the appropriate dean, who will also respond in writing to the Faculty member and to the chair, regarding support or lack of support for the Faculty member's request.
 - iii. All recommendations and letters are then forwarded to Academic Affairs, whereupon the provost, or designee, will determine if the request shall be granted. The provost or designee will notify the Faculty member, chair, and dean of the final decision in writing.

VI. IDAHO STATE UNIVERSITY POLICIES AND PROCEDURES (ISUPP)

- A. ISUPP 4041 *Grievance Procedures for Institutional Faculty*: Grievance policies regarding Faculty promotion and/or tenure are stated in ISUPP 4041.