

## Appendix D: Charge to Promotion Review Committee

Thank you for agreeing to serve on a promotion review committee in the Department of Biological Sciences. The purpose of this document is to outline procedures required to complete a promotion consideration and to provide answers to anticipated questions. If you have additional questions or if confusion arises, please contact the Department Chair.

1. The promotion Consideration Committee is responsible for its own organization. A Chairperson or Co-chairpersons are selected from the committee membership. The Chairperson can be an outside faculty member or a departmental faculty member. Untenured faculty should not serve as committee chair. The procedure for the selection of committee member is attached.
2. The committee is required to write a report based on the College of Arts and Sciences Tenure and Promotion Guidelines and Department Policy (see Promotion Policy and Procedures for the Department of Biological Sciences, approved Spring 1996).
3. Sources of information for the review process include the following:
  - a. materials provided by the candidate.
  - b. the candidate's file.
  - c. recommendations from people outside of the University who have professional expertise in the candidate's discipline (see attached – Procedure for procuring information from outside people).
  - d. student evaluations (anonymous evaluations included with the candidate's file and other evaluations that the committee may choose to gather (see attached – Procedure for collecting additional information from current and past students).
  - e. annual evaluations (written by the Department Chair).
4. The committee will have information from faculty surveys. Each faculty member will be asked to indicate support (or lack of support) with a rationale included.
  - a. The surveys will be constructed by the committee, given to faculty by the Department Chair, and the faculty will return the survey forms to the Department Chair. The Department Chair will then omit faculty member's names from the forms and give the survey forms to the committee. Everyone should know that the original survey forms are kept on file. In the case of legal action, it is likely that those forms will have to be made available.
  - b. In order for faculty to write reasonable recommendations, a period of time must be made available for faculty to examine the candidate's file.
5. It is appropriate to obtain information from former and present undergraduate and graduate students, according to Departmental policy.
6. The candidate must have an opportunity to read the committee's report before it is submitted to the Dean of the College of Arts and Sciences. If the candidate chooses to do so, s/he must have an opportunity to meet with the committee.

### **Committee Structure for Promotion Consideration**

A Promotion Consideration Committee is to be formed, with the charge of making a recommendation regarding the suitability of a faculty member for promotion to the rank of Associate Professor or Professor. This report is to be provided to the Department Chairperson prior to the Chairperson's recommendation to the Dean regarding promotion of a faculty member.

Committee composition: The Promotion Consideration Committee will be composed of 5 members, including 4 Departmental faculty and 1 'out-of-Department' faculty representative.

For promotion to Professor, the majority of members of the promotion committee must hold the rank of professor.

For promotion to Associate Professor, the majority of members of the promotion committee must hold the rank of Associate Professor or Professor.

Choice of individual committee members:

1. The person being evaluated recommends:
  - a. 2 non-Departmental faculty members
  - b. 4 Departmental faculty members
2. The Department Chairperson:
  - a. selects one of the recommended non-Departmental faculty members.
  - b. selects 2 Departmental faculty from those nominated by the person being evaluated.
  - c. selects 2 additional Departmental faculty members.

Once the composition of the Promotion Consideration Committee is determined, the Committee shall receive its formal charge from the Department Chairperson and select a Committee Chairperson, or Co-chairpersons, from within the committee.

**The Department Chair or the person being evaluated may initiate negotiations if the committee nominees seem inappropriate.**

## **Procedures for Procuring Information from Outside (non-Departmental) Reviewers**

1. The person being evaluated should provide to the Promotion Review Committee names and contact information for:
  - a. 3 people who are directly affiliated with ISU but who are outside the Department of Biological Sciences, and
  - b. 6 individuals who are not directly affiliated with ISU.
2. At the discretion of the Committee, additional people may be contacted for information.
3. The following materials should be provided to each of the outside reviewers:
  - a. Letter of explanation (see below) and a brief summary of guidelines.
  - b. A current CV for the person being evaluated.
  - c. At the request of the person being evaluated or the reviewer, copies of recent publications of the person being evaluated.
4. The following text can be used as a template for the letter addressed to each of the outside reviewers:

Dr. Reviewer

Dr. \_\_\_\_\_ is being considered for tenure and for (promotion to Associate Professor)/(promotion to Professor) by our Department. Candidates are reviewed with respect to teaching, research, and public service. In such matters, our Department routinely seeks input from outside reviewers. I am writing to solicit your comments concerning Dr. \_\_\_\_\_'s research in relation to the following criteria, quoted from our College guidelines:

1. Research or work related to creative activity receives recognition both inside and outside of ISU.
2. Work demonstrates knowledge of continuing developments in the field.
3. Work is published in books or refereed journals in the field, or work of performing and literary artists is recognized as creative and/or original.
4. Papers are presented periodically at professional meetings.

The guidelines require that candidates be 'consistently strong' in the areas of teaching, research, and public service. Should you have knowledge concerning Dr. \_\_\_\_\_'s teaching effectiveness or professional public service, the committee would appreciate your comments in those areas as well.

### **Procedures for Collecting Additional Information From Current & Former Students**

1. The graduate student representative on the Promotion Review Committee should select a representative subset of current and former students who have worked with the person being evaluated. The graduate student, with help from the faculty on the Committee, should also select a representative list of undergraduate students from current or former class lists.
2. Questionnaires should be designed by the Committee; examples of questionnaires used by other Promotion Review committees should be available from the Department Chair. Student responses to these questionnaires shall be anonymous, and this should be clear on the questionnaires.
3. Data from the questionnaires shall be available to the entire Committee. These data should be summarized in a reasonable manner in the report to the Department Chairperson, which should also contain a summary of narrative comments.