

**KASISKA COLLEGE  
OF HEALTH PROFESSIONS  
OPERATING GUIDELINES**

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**SECTION 1**  
**Kasiska College of Health Professions**  
**General Operating Guidelines**

## Kasiska College of Health Professions General Operating Guidelines

### **I. Introduction**

This document describes the organization and administrative procedures of the Kasiska College of Health Professions (KCHP). These guidelines for KCHP operation are used to conduct business necessary to fulfill the KCHP mission.

The procedures described herein are intended to be consistent with policies and procedures described in the Idaho State University Faculty/Staff Handbook. This document is intended to be a set of guidelines outlining procedures specific to KCHP.

### **II. Mission Statement**

The mission of the KCHP is multifaceted. The primary responsibility is the enhancement of the quality of life of the residents of Idaho and the greater community through the education of students in the health care professions. This is facilitated through excellence in research, community service, teaching and the application of technology.

### **III. Kasiska College of Health Professions Administrative Organization**

#### **A. Academic Departments**

The College includes departments as follows:

- Communication Sciences and Disorders and Education of the Deaf
- Counseling
- Dental Hygiene
- Family Medicine/Practice Residency
- Health Care Administration
- Health and Nutrition Sciences
- Dental Sciences
- Nursing
- Physical and Occupational Therapy
- Physician Assistant Studies
- Radiographic Science

The administrative officer of each department is a Chair whose duties and responsibilities are outlined in the Idaho State University Faculty/Staff Handbook.

B. Office of the Dean

The Office of the Dean is responsible for the general administration of the Kasiska College of Health Professions (hereafter referred to as the College) and for fostering and nurturing the growth of academic excellence within the College. The Dean is the principal administrative and academic officer whose duties and responsibilities are outlined in the Idaho State University Faculty/Staff Handbook. The Dean, working in conjunction with the Associate Dean, establishes the administrative structure of the Dean's Office. The Dean specifies the responsibilities of both administrators in the College as follows:

1. Dean - Primary responsibilities include:

Personnel, budget, and outreach responsibilities of the College, both internal and external to the institution.

2. Associate Dean - Primary responsibilities include:

Student learning and concerns, petitions, organization, curriculum, scholastics, and other duties assigned by the Dean.

C. Chair Meetings

The department chairs of KCHP meet monthly with the Dean. The agenda is set by the Dean. Membership includes the Dean, Associate Dean, Chair/Director of each program unit, and the Chair of the Kasiska College of Health Professions Faculty Advisory Council (KCHPFAC) or designee.

D. Advisory Committees to the Dean

1. Student Advisory Board

At the beginning of Fall semester, of each year, a student(s) from each academic unit is selected to serve on this board.

1. Dean's Advisory Committee (same membership as KCHPFAC)

Serving on the Dean's Advisory Committee is a condition of the selection to KCHPFAC.

a. The purpose is to ensure department-wide representation on the Dean's Advisory Committee.

b. Another purpose is to economize committee assignments.

- c. A final purpose is to facilitate Dean's Advisory Committee membership which has the potential to be aware of faculty input of KCHP and ISU issues.

The Dean's Advisory Committee functions separately from KCHPFAC and will be conducted by the Dean. It serves in an advisory capacity only. KCHPFAC functions as outlined in Section II.

E. Other Major Organizational Units

Institutes, centers, programs, and others must be approved by the department head and the Dean and be consistent with other policies in the Idaho State University Faculty/Staff Handbook. For example: The Institute of Rural Health.

**IV. Meetings of the College General Faculty and Staff**

- A. At least one College meeting of all general faculty and staff shall be held each semester. The time, place, and agenda of each meeting shall be at the discretion of the Dean and/or KCHPFAC (Dean's Advisory Committee). The faculty shall be notified in writing at least one week prior to each meeting. If a meeting is cancelled or postponed, each department will be notified immediately.
- B. The KCHPFAC shall call a special meeting for all the faculty upon petition of 10 percent or more of the eligible faculty members.
- C. Minutes of each meeting shall be taken by the Dean's Administrative Assistant and distributed to each department/program before the distribution of the agenda for the next meeting.

For each meeting when a vote will be taken:

1. The Dean's Office shall distribute the agenda in advance of each meeting.
2. The latest edition of Robert's Rules of Order Newly Revised will serve as the guide for all procedural and parliamentary matters unless otherwise specified herein.
3. Those faculty members present at a meeting called in accordance with the College Operating Guidelines shall constitute a quorum.
4. Items may be added to the agenda before a deadline set by the Dean, the (Dean's Advisory Committee), or by majority vote at a meeting.

## V. College Committees

### A. Standing Committees

The standing committees of the College are:

1. Kasiska College of Health Professions Faculty Advisory Council
2. Curriculum Committee
3. Professional Achievement Committee
4. Promotion and Tenure Advisory Committee (Academic Faculty & Clinical Faculty)
5. Research Committee
6. Scholarship Committee
7. Scholastic Appeals Committee

### B. Standing Committee Membership

Standing committees, unless otherwise noted in their bylaws, will be composed of a faculty member selected by each department/program in the College.

### C. Ad Hoc Committees

Ad hoc committees may be established at the discretion of, and members appointed by, the Dean. The Dean will typically consult with KCHPFAC when establishing ad hoc committees and selecting their membership. Such committees shall be formed to fulfill a specific charge in a given period, and all deliberations and suggested actions shall be forwarded to the Dean for appropriate action.

### D. Quorum

A quorum for all committees shall consist of a simple majority of voting members.

### E. Meetings

The committees shall meet in accordance with their bylaws.

## **VI. Faculty Senate and University Committees**

The College representatives to the Faculty Senate and to its standing committees shall be elected according to the Idaho State University Faculty/Staff Handbook.

Each at-large College representative shall consult with and report to the College faculty and the Dean's Office, as appropriate.

Definition of Electors:

Faculty eligible to vote and serve on Faculty Senate are defined in the Idaho State Faculty/Staff Handbook.

The electorate eligible to vote shall consist of all regular and regular part-time members of the academic faculty (with 9- to 12-month appointments of which 51 percent or more is in the College) with the rank of instructor, assistant professor, associate professor, professor, or their equivalents. All transitional appointment faculty are eligible to vote. To conform with the Idaho State University Faculty/Staff Handbook, in the case of a member having equal time in two departments, that member must decide in which department he/she wants representation. The status of such a member will remain unchanged unless changes in academic appointment require a change in departmental representation.

*August 6, 2003E:\KCHP Operating Guidelines\KCHP Operating Guidelines.wpd*

**SECTION II**  
**Kasiska College of Health Professions**  
**Faculty Advisory Committee Bylaws**

## FACULTY ADVISORY COUNCIL BYLAWS

### I. KCHPFAC

#### A. History

1. In 1983, a committee was formed to explore the possibility of organizing the Health Professions [formerly Health Related Professions] faculty.
2. A set of guidelines for a new faculty organization was proposed and approved in the Spring of 1984. The Health Related Professions Faculty Advisory Council (HRPFAC) was created and operated on the basis of those guidelines in 1984 and 1985. Bylaws were revised in Spring, 1987 and reviewed in Fall, 1987.
3. By 1991, HRPFAC had become less active. A committee was formed to investigate the revitalization of HRPFAC. Based on the positive results of a survey of all HRP faculty and discussions in the departments, the HRPFAC Board was reformulated in Spring, 1992 with a representative from each department.
4. A new set of Bylaws was written by the new HRPFAC Board beginning in Spring, 1992 and approved by the HRP faculty in the Spring, 1993. The new bylaws incorporated the changes in the College, including the name of the College from Health Related Professions to Health Professions. Also included were changes in the number of departments in the College.

#### B. Name and Definitions

1. The name of this body is the Kasiska College of Health Professions (KCHP) Faculty. It includes all Kasiska College of Health Professions faculty with a .50 or more appointment.
2. The name of the represented body of the KCHP Faculty is the Kasiska College of Health Professions Faculty Advisory Council (KCHPFAC). It consists of representatives of the KCHP departments as outlined in these bylaws.

#### C. Purpose

1. To organize the KCHP faculty.

- a. Track membership of KCHP committees.
  - b. Monitor activities of KCHP committees.
  - c. Maintain an informational relationship with the Promotion and Tenure Committee and ad hoc committees.
  - d. Organize elections and appointments to university councils and committees when bylaws of such committees permit.
2. To provide a mechanism with which to process and make faculty-based KCHP decisions on issues of interest to KCHP faculty in general:
- a. To discuss College-wide issues.
  - b. To vote on College-wide issues.
3. To provide a mechanism of formal communication with other units or offices if needed:
- a. Communication with all KCHPFAC members.
  - b. Communication with KCHP administration.
  - c. Communication with ISU administration.
  - d. Communication with ISU academic units, committees, or councils.
  - e. Communication with other individuals, agencies or offices.

D. Membership, Voting, Meetings

1. Membership

a. KCHP

- 1) All KCHP faculty are members of KCHP with one vote per member.
  - a) Faculty is defined as: full time, part-time, tenure track, non-tenure track(50% or more paid contract time). For voting purposes, contract must come from KCHP.

- b) Chairs of departments will be considered members of KCHP.

b. KCHPFAC

- 1) Will consist of representative(s) from each KCHP department, which includes:

- a) Communication Sciences Disorders and Education of the Deaf

- a) Counseling

- c) Dental Hygiene

- d) Dental Sciences

- 1] Idaho Dental Education Program will have the option of having the representative from Dental Hygiene represent them on the KCHPFAC.

- 2] This option is for the purpose of allowing smaller departments with five or fewer faculty to combine their efforts and share representation.

- d) Family Medicine

- e) Health Care Administration

- 1] Health Care Administration will have the option of having a representative from Radiographic Science represent them on KCHPFAC.

- 2] This option is for the purpose of allowing smaller departments with five or fewer faculty to combine their efforts and share representation.

- f) Health and Nutrition Sciences

- g) Nursing

- h) Physical and Occupational Therapy
  - i) Physician Assistant Studies
    - 1] PA will have the option of having a representative from a larger department represent them on KCHPFAC.
  - j) Radiographic Science
    - 1] Radiographic Science will have the option of having a representative from a larger department represent them on the KCHPFAC .
- 2) The department representatives, called KCHPFAC members, will normally serve for a 2-year term on the KCHPFAC.
- a) KCHPFAC members will be elected or otherwise selected by the faculty in each department or combined smaller departments.
  - b) KCHPFAC members can succeed themselves in subsequent 2-year terms.
  - c) In the event of a vacancy on the Board that occurs before the end of the 2-year term, the faculty of department involved will elect/select a replacement for the remainder of the 2-year term.
- 2) Department chairs of the smaller departments (fewer than five full time faculty) may serve on KCHPFAC.
- 3) It is expected that one member of Faculty Senate be a member of KCHPFAC. All KCHP senators will receive minutes and agenda.
- a) Terms will be adjusted, when necessary, by a vote of KCHPFAC to maintain the alternate term balance.
- 4) The KCHPFAC membership shall be structured so that one KCHPFAC member is also an ISU Faculty Senator.

- 5) The Chair of KCHPFAC will be elected by the KCHPFAC at the beginning of each academic year.
  - a) KCHPFAC chairs will serve at least one year as a KCHPFAC member before their election as chair.
  - b) KCHPFAC chairs can succeed themselves one term.

c. Voting and Decision Making

- 1) All members of KCHPFAC have one vote.
  - a) Votes on substantial issues such as policy or curriculum, or as decided by the KCHPFAC, will be by ballot via the KCHP Dean's office.
  - b) Votes on routine and functional business matters will be taken at KCHPFAC meetings from the members present.
- 2) Any KCHPFAC member may call for a ballot vote of all KCHPFAC members.
- 3) All members of the KCHPFAC have one vote at meetings.

3. Meetings

a. KCHPFAC

- 1) Will meet as needed each semester.
- 2) Meetings will be scheduled by the Chair for carrying out the purposes of KCHPFAC.
- 3) KCHPFAC meetings will be open to all KCHPFAC members.

b. KCHPFAC

- 1) KCHPFAC meetings will be scheduled if the KCHPFAC Board identifies a problem or need.
- 2) KCHPFAC meetings may be requested by any KCHP faculty through the following procedure:

- a) KCHPFAC member notifies KCHPFAC Chair of the need for a meeting, with specific concern identified.
- b) The KCHPFAC may set a meeting date.

E. Responsibilities and Functions of the KCHPFAC Officers

1. Chair

- a. Call KCHPFAC meetings and preside at these meetings.
- b. Develop the agenda for KCHPFAC and KCHPFAC meetings.
- c. Distribute notice of KCHPFAC meeting(s) and agenda one week prior (except in emergency).
- d. Designate one KCHPFAC member as Vice-Chair for the academic year.
- e. Designate one KCHPFAC member for the academic year as Secretary at KCHPFAC meetings.

2. Vice-Chair

- a. Chair KCHPFAC meetings and KCHPFAC meetings in the absence of the KCHPFAC Chair.
- b. Coordinates with the Dean's office to maintain an updated faculty list with KCHP and ISU committee assignments.
- c. Maintain an updated list of KCHP Standing Ad Hoc Committees and membership.
- d. Facilitate appropriate appointments and elections to KCHPFAC and its committees.

3. Secretary

- a. The Secretary will record and formulate the minutes of each KCHPFAC meeting.
  - b. Distribute KCHPFAC minutes and KCHPFAC meeting minutes to the KCHPFAC members and KCHP Dean.

4. Members
  - a. Monitor composition, formation and function of KCHP committees.
    - 1) In coordination with the Dean's office, maintain an updated list of KCHP Faculty with KCHP and ISU committee assignments.
    - 2) Maintain an updated list of KCHP committees and membership.
  - b. Assess need for KCHPFAC meeting(s).
  - c. Provide input for KCHPFAC meeting agenda(s) with specific details.
  - d. Set general KCHP faculty meeting dates.
    - 1) Every attempt must be made to set a KCHP meeting date which includes as many KCHP faculty as possible.
    - 2) Emergency KCHPFAC meetings will be held as soon as all departments can be notified.
  - e. KCHPFAC members will keep their department chairs and faculty aware of KCHPFAC activities through announcements and discussion at department faculty meetings, posting minutes and other appropriate means of communication.
  - f. Through KCHP committees and KCHP faculty representation on University committees, the KCHPFAC will maintain awareness of University councils, committees and Faculty Senate activities and issues.

F. Committees

1. Standing Committees of the College will be as follows:
  - a. Kasiska College of Health Professions Faculty Advisory Council
  - b. Curriculum
  - c. Professional Achievement
  - d. Promotion and Tenure
  - e. Research and Development
  - f. Scholarship
  - g. Scholastic Appeals

2. The KCHP Standing Committees will carry out their function as determined by their own bylaws and guidelines.
3. Committee Reports
  - a. All standing committee chairs will send minutes to the KCHPFAC chair to be distributed to the KCHPFAC for the purpose of promoting awareness of KCHP committee activities in all KCHP departments.
  - b. KCHP Committee chairs provide an updated list of the members to the CHPFAC Chair by October 1 of each year.
4. KCHP Faculty Representation on University Committees
  - a. KCHPFAC nominations, recommendations for appointment and elections will meet the spirit of spreading the load throughout all departments whenever reasonable and possible. This process will be managed by the KCHPFAC Vice-Chair and overseen by the KCHPFAC.
    - 1) No two faculty Senators will be from the same KCHP department.
    - 2) No two Curriculum Council representatives will be from the same KCHP Department.
    - 3) As much as possible Faculty Senate and Curriculum Council representatives will rotate among the departments.

G. Amending Bylaws

1. There are two methods to introduce proposed amendments.
  - a. KCHPFAC members can submit a proposed amendment as an agenda item.
  - b. KCHP faculty members can submit a proposed amendment in writing to the KCHPFAC.
2. The KCHPFAC will vote on all proposals.

3. Amendment proposals which receive a majority vote by the KCHPFAC (a tie means the proposal will not pass) will be presented to KCHP faculty by ballot for a vote.
4. A proposed amendment which receives a two-thirds vote by all the KCHP faculty voting will be implemented.

H. Dean's Advisory Committee

1. Serving on the Dean's Advisory Committee is a condition of the selection/election to the KCHPFAC.
  - a. The purpose is to ensure Department-wide representation on the Dean's Advisory Committee.
  - b. Another purpose is to economize committee assignments.
  - c. A final purpose is to facilitate a Dean's Advisory Committee membership which has the potential to be aware of faculty input and KCHP and ISU issues.
2. The Dean's Advisory Committee functions separately from KCHPFAC and will be conducted by the Dean. It serves in an advisory capacity only. KCHPFAC functions as outlined in Section II, VII and VIII.

*Adopted by Ballot 4/96*

**SECTION III**  
**Curriculum Committee Bylaws**

## **CURRICULUM COMMITTEE BYLAWS**

### **I. Purpose**

To serve as a standing committee of the College and examine all matters pertaining to undergraduate and graduate curriculum and curriculum development. The committee shall be responsible for the review and evaluation of all undergraduate and graduate curriculum within the College. This committee will act as a liaison with the University Curriculum Council and the Kasiska College of Health Professions Graduate Council representative.

### **II. Specific Charges**

- A. Review undergraduate and graduate curriculum proposals received from department chairs according to guidelines from the University Curriculum Council and Graduate Council Procedures Handbook.
- B. Provide recommendations regarding any proposal to the Dean and department Chairs.
- C. Verify that departments affected by a curriculum change were notified.
- D. Review new or expanded programs.
- E. Review any service course from or for the Kasiska College of Health Professions when requested.
- F. Review interdisciplinary or multi-disciplinary courses.
- G. Subcommittees may be formed for the purpose of studying additional matters pertaining to curriculum.

### **III. Function**

Review undergraduate and graduate proposals received by a specified deadline pertaining to any curricula of the College before submission to the University Curriculum Council and Graduate Council. The Committee shall conduct a detailed review and evaluation of each proposal and shall submit its recommendations to the Dean and department chair. The Committee will function according to the "Operating Code".

### **IV. Committee Composition**

- A. Representation of the major departments having undergraduate and graduate programs will be accomplished by appointment by the KCHPFAC. Representatives are recommended by the department faculty and the chair

forwards the name to the KCHPFAC on or about May 1. Each department will have one representative, provided that the department has a minimum of five full-time faculty. In the event there is less than five faculty, the Curriculum Chair will be responsible for dissemination of appropriate information to the department chair. In addition, one member from the Kasiska College of Health Professions' representatives to the University Curriculum council will serve as a voting member.

- B. It is recommended that membership be periodically rotated. The Committee will use a staggered rotation with departmental representatives to ensure continuity in membership. A member will be appointed for a two year term as a departmental representative. The department may reappoint the same representative for multiple terms.
- C. The chairperson will be selected annually by the Committee Members and will be a voting member.

## **V. Operating Code**

The Committee reviews undergraduate and graduate curriculum proposals using the following procedures:

- A. The Committee Chairperson establishes a date when the Kasiska College of Health Professions curriculum proposals are due and notifies the Department Chair. The due date for the fall semester is September 11 and the spring semester is January 11.
- B. The Kasiska College of Health Professions departments submit curriculum proposals signed by the department chair by the specified deadline. Proposals not meeting both these requirements will not be reviewed by the Committee. Sufficient copies should be provided for each committee member.
- C. The Committee Chair sends the curriculum proposals to the members and calls two meetings. The members review undergraduate proposals at one meeting and graduate proposals at another meeting. These meetings should be on or about fourteen days prior to the respective Council's deadline. In the event that the department is not represented on the Committee, a department representative is invited to the meeting. In addition, the Kasiska College of Health Professions representative to Graduate Council is invited to the graduate proposal meeting.
- D. Committee members review the curriculum proposals and the Chair keeps a record of the recommendations made by the Committee.
- E. The Kasiska College of Health Professions department chairs and the Dean will be notified of the Committee's recommended revisions. Department chairs are responsible for making revisions prior to the submission of the proposal to the Dean for a signature. The department chair is responsible for submitting the

revised curriculum proposal to the University Curriculum Council by the deadline date and providing an adequate number of copies for the members.

## **VI. Undergraduate and Graduate Curriculum Proposals**

Prior to the submission of curriculum proposals, the department chair should ensure that the proper forms are completed and carefully proofread. Verification, preferably in writing, is necessary from other departments that are affected by the curriculum change to determine if these departments were notified of the changes and that there is not a significant impact on them.

## **VII. Meetings**

Meetings are held at the call of the committee chair. Two committee members may request a meeting and the chair must schedule a meeting within two weeks after receipt of the request.

## **VIII. Minutes**

Actions of the meetings shall be kept and are available upon request.

## **IX. Amendments**

- A. Any faculty member who would like to initiate a change in these guidelines must submit, in writing, a proposed amendment to the committee chair.
- B. The Committee must have a minimum of one month during the nine-month academic year to act on the proposed amendment.
- C. Proposed amendments approved by the Committee, with a majority vote, will be forwarded to the Kasiska College of Health Professions Faculty Advisory Committee. If the proposed amendment is approved by the Kasiska College of Health Professions Faculty Advisory Committee, it will be forwarded to the Kasiska College of Health Professions faculty.
- D. If the proposed amendment is approved by a majority of the Kasiska College of Health Professions's faculty, it will be implemented on July 1, immediately following the final approval of the amendment.

*Adopted by Ballot 4/96*

SECTION IV  
Idaho State University  
Alumni Association

## ALUMNI ASSOCIATION

### I. Purpose

The ISU Professional Achievement Awards are given for significant professional achievement by an alumnus/na in a specific field or endeavor. A recipient is selected from Pharmacy, Arts and Sciences, Education, Business, Health Professions, Engineering and the College of Technology.

### II. Rules

- A. The seven selection committees for these awards are chaired by the Dean or the Dean's representative. Other representatives of the committee are a faculty member, a current student and a faculty emeritus from the school or college, and an alumni board member or designated alumnus/na from the school or college.
- B. Nomination forms must be completed on each candidate.
  - 1. Candidate should not be notified of nomination.
  - 1. Nominations should be as complete as possible, containing both previous and current information.
  - 3. Nominations should include three (3) letters of support.
- C. The individual selected must be out of ISU at least ten years. The College of Technology must be out of school at least five years.
- D. The nominee must have attended at least one year at the Academy of Idaho, Albion Normal School, University of Idaho Southern Branch, Idaho Technical Institute, Idaho State College or Idaho State University.
- E. The individual must be living and should be present to receive the awards.
- F. Prior nomination forms will be updated every year and purged after three years. The nominator will be contacted for updates and advised when the nomination is retired.

### III. Criteria

- A. Contributions to the nominee's chosen career(s) or profession(s).
- B. Contributions to the social, political and/or economic well-being of society which exemplifies the traditions and values of their college.
- C. Community and civic involvement.

D. Support of the University (monetary, service, vocal goodwill).

**IV. Tiebreakers**

A. Nominee's involvement while a student.

B. Letters of support.

**SECTION V**  
**Research and Faculty Development**  
**Committee Bylaws**

## **RESEARCH AND FACULTY DEVELOPMENT COMMITTEE BYLAWS**

### **I. Purpose**

To facilitate faculty and student research.

### **II. Specific Charges/Functions**

- A. To arrange College research functions for the purpose of sharing information
  - 1. Kasiska College of Health Professions Annual Research Day
  - 2. Presentations of faculty and student research
  - 3. Educational courses as needed/requested by the faculty
  - 4. Other appropriate research activity

### **III. Committee Composition**

- A. Representatives of the College departments/programs will be appointed by the Kasiska College of Health Professions Faculty Advisory Council. Representatives are recommended by the department faculty, and the chair forwards the name to the Kasiska College of Health Professions Faculty Advisory Committee prior to May 1. Committee membership for the next academic year should be completed on or about May 1. There will be a minimum of four members from different departmental programs, with representation from all interested departments/programs.
  - A. The Committee will stagger the rotation to allow for continuity of membership. Members will serve two year terms with a limit of two successive terms. An interval of one term is required before becoming eligible for reappointment.
  - B. The Committee Chair will be determined by the committee members each year and will be a voting member. It is suggested the chair be a person who served the committee the previous year.

### **IV. Meetings**

Meetings are held at the call of the Committee Chair. If two Committee members request a meeting, the chair must call a meeting within two weeks of receipt of the request.

### **V. Minutes**

Minutes of the meetings will be kept according to Kasiska College of Health Professions Faculty Advisory Committee Bylaws.

### **VI. Amendments**

- A. Any faculty member who would like to initiate a change in these guidelines must submit, in writing, a proposed amendment to the Committee Chair.
- B. The Committee must have a minimum of one month during the nine-month academic year to act on the proposed amendment.
- C. Proposed amendments approved by the Committee with a majority vote will be forwarded to the Kasiska College of Health Professions Faculty Advisory Council (KCHPFAC). If the proposed amendment is approved by the KCHPFAC , it will be forwarded to the College of Health Professions faculty.
- D. If the proposed amendment is approved by a majority of the College of Health Professions faculty, it will be implemented on July 1, following final approval of the amendment.

*Adopted by Ballot 4/96*

**SECTION VI**  
**Scholarship Committee Bylaws**

## **SCHOLARSHIP COMMITTEE BYLAWS**

### **I. Committee Function**

- A. To collect and disseminate scholarship information and applications to KCHP students.
- B. Based on established criteria, determine recipients for all ASISU scholarships for KCHP students. These scholarships include: (1) ASISU Academic and ASISU Discretionary (applications called for near midterm each semester; and, (2) University Recognition (applications called for near midterm each spring semester).
- B. Based on established criteria, determine recipients for any other college-wide scholarships available to KCHP students
- D. To notify disbursement agent(s) of recommended student recipients for scholarships
- E. To pursue possible scholarship activity which may provide additional financial assistance to KCHP students

### **II. Committee Composition**

- A. Representation from the KCHP departments/programs will be made by appointment from respective Chairs on an annual basis. Those departments with less than five faculty members may choose to share representation with similar departments/ programs. This option is for the purpose of allowing smaller departments to combine their efforts and share representation.
- B. The Committee Chair will be determined by committee members each year and will be a voting member. It is suggested the Chair be a person who served the Committee the previous year.
- C. On matters pertaining to ASISU academic scholarships, KCHP Student Senators are invited to assist in the selection process.
- D. The KCHP representative from the University Scholarship Committee will serve as a member of the KCHP Scholarship Committee.

### **III. Meetings**

- A. The KCHP Scholarship Committee will meet at least once per semester.
- B. Minutes of all meetings will be sent to the CHPFAC for the purpose of promoting awareness of Committee activity.

*Revised 9/95 - College of Health Professions Faculty Advisory Committee Board Approval 9/11/95 - Adopted by Ballot 4/96*

**SECTION VII**  
**Scholastic Appeals Committee Bylaws**

## **SCHOLASTIC APPEALS COMMITTEE BYLAWS**

### **I. Purpose**

- A. The Kasiska College of Health Professions (KCHP) Scholastic Appeals Committee is established to provide a mechanism for protection of student and faculty rights in academic matters. The Committee is established to maintain high academic standards and performance and to protect objectivity and fairness in assigning, administering, and evaluating student performance in all matters of grievance pertaining to academic conduct. Infractions adversely affecting a student's progression in a program will be heard, for example, a dismissal from a program. A grade of incomplete will not be reviewed or considered.
- B. Furthermore, the scope of the Scholastic Appeals Committee shall be limited to those appeals which can be fully documented by evidence. Such evidence includes, but is not limited to, the instructor's permanent record, course syllabi, examinations, homework, term papers and/or letters of affidavit.

### **II. Function**

- A. The Dean of the KCHP will activate the Scholastic Appeals Committee (SAC) which will function in a fact-finding capacity in relation to academic matters of concern between a student and instructor which could not be resolved at the departmental level. The SAC considers only cases in which the student has already exhausted the normal channels of redress, i.e., instructor, chair of the department. Based on the findings, the Committee will make recommendation to the Dean of the KCHP. The Committee will not serve to arbitrate an alternative settlement to the academic matter of concern. The Dean of the KCHP will make the final decision regarding the appeal.
- B. Under no circumstances should administrative officers on their own authority substitute their judgment for that of the involved faculty concerning the assignment of a grade without an appeal of the grade being initiated by the student. In the event that an appeal of a grade is found in favor of the student by the department and/or the KCHP, a change of grade card will not be submitted to the Registrar's Office until the entire appeal procedure has been exhausted.
- C. If an undergraduate student wishes to appeal further, the next level of appeal is the University Scholastic Appeals Board.
- D. A graduate student who wishes to appeal further must submit written documentation to the Dean of the Graduate School.

### **III. Committee Composition**

- A. The Scholastic Appeals committee will be composed of a pool of faculty members. A faculty representative from each department in the KCHP. At least two of the members must be from departments offering a graduate degree. Two-year staggered appointments are recommended.
- B. The members of the SAC will select the chair of the committee in September of each year.
- C. The chair will select four faculty from the pool to consider an appeal. The faculty representative of the department from which the petition originated may not serve on that particular appeal process.
- D. The chairperson will select a student representative to sit on the appeals committee as a voting member. The student representative must be appointed from a program other than the one from which the petition originated.
- E. The SAC chair will notify department chairs of respective openings so that appropriate appointments can be made to the committee.
- F. In the event that the SAC chair is absent, involved in the hearing, or is otherwise biased, another representative serving at that time shall serve as interim chair.
- G. The SAC chair or interim chair of the Committee shall have full voting privileges.
- H. The appellant and faculty member involved in the appeal may each exercise the right of peremptory challenge of one member of the appeals committee. Vacancies shall be filled from other elected representatives.
- I. Four faculty and one student representative must be present to render a recommendation.

### **IV. Procedure**

- A. Consistent with University policy, a scholastic appeal petition must be initiated before the end of the semester following the semester in which the alleged infraction occurred (For example, petitions relating to alleged infractions occurring during the spring semester or summer session must be initiated prior to the end of the following fall semester).
- B. In the event that conflicts of an academic nature arise between a student and an instructor, the following procedures will apply:
  - 1. The student shall approach the instructor involved and attempt to resolve the problem.

- a. If the first step does not result in resolution, the student will present, in writing, their concerns to the department chair. The chair will meet with the student and instructor in an attempt to resolve the academic conflict.
  2. Only after the student has met with the instructor and department chair, shall student meet with the Dean of the KCHP. The Dean of the KCHP will refer the appeal to the KCHPFAC Scholastic Appeals Committee. Communication with the Dean of the KCHP should include written documentation.
- C. The Dean of the KCHP shall notify the Appeals Committee Chair of the need to consider an appeal.
- D. The SAC Chair shall convene a meeting of the Committee as soon as possible but no later than five (5) working days after the appeal has been referred by the Dean of the KCHP.
1. If either party involved in the appeal process requests an extension to prepare the appeal, this time period may be waived.
  2. The SAC Chair shall distribute copies of the student's written documentation and any other relevant correspondence at least two days prior to the hearing. Each committee member shall provide for the security of those documents.
- E. Based upon the urgency of the academic appeal, i.e., winter graduation, the Dean of the KCHP will appoint an ad hoc committee of available students and faculty to replace the elected representatives during those times. The appointed ad hoc committee will meet as soon as possible and make a recommendation to the Dean of KCHP.

## **V. Hearing Procedures**

- A. Explanation of the role of the committee, chair, student and instructor.
- B. Explanation about importance of confidentiality.
- C. Methods for obtaining the record of the meeting.
  1. A tape recording shall be used.
  2. Transcription may be requested from the recording, but the student must assume the expense of manuscript typing.
- D. All records of the appeals process shall be kept on file in the office of the Dean, KCHP.

## **VI. Order of Business**

- A. The Committee discusses all pertinent data in terms of the Committee's stated scope.
- B. Any votes taken during the appeals proceedings must be by written secret ballot to be kept on file in the Dean, KCHP office for the record. The ballots will be anonymous. All decisions of the committee must be approved by a majority vote of the members present.
- C. Within five (5) working days after the conclusion of the appeal, the Committee will forward to the Dean, KCHP a report of its recommendation.
- D. The Dean, KCHP will notify the appellant and the faculty member involved of the Dean's decision within five (5) working days after receiving the SAC recommendation.
- E. Any further appeal of academic discrepancies or grade concerns should be submitted in accordance with policy established by the Idaho State University Academic Standards Board.
- F. Steps a-e apply only if the appellant and departmental representatives are requested to attend.
  - 1. The student presents the appeal, and presents supporting materials, witnesses, documentation, etc., if so desired. The student should include an exact statement of her/his request for resolution when writing the petition; e.g., request to repeat the course, to appeal the grade issued, to take the course out of sequence, etc.
  - 2. An appellant may have an advisor or peer group member of her/his choice. This advisor will act only in an advisory capacity to the appellant or if addressed by the Committee chair. Other parties involved in the proceedings also may have an advisor or peer group member who will act only in an advisory capacity. No legal counsel will be permitted during the hearing.
  - 3. The instructor presents the basis for the grade, extenuating circumstance relevant to the appeal, or otherwise responds to the student's appeal.
  - 4. Questions and discussion from Committee, questions by the student or instructor must be directed through the Chair. The Chair directs the questions if appropriate and pertinent to the appeal.
  - 5. Final comments and/or summary by student.
  - 6. Student and instructor are dismissed.

## **VII. Meetings**

- A. Meetings are held at the call of the SAC Chair. If two members request a meeting, the Chair must call a meeting within two weeks after receipt of the request.

## **VIII. Amendments**

- A. Any faculty member who would like to initiate a change in these guidelines must submit in writing a proposed amendment to the SAC Chair.
- B. The SAC must have a minimum of one month during the nine-month academic year to act on the proposed amendment.
- C. Proposed amendments approved by the SAC with a majority vote will be forwarded to KCHPFAC for review and comment.
- D. If the proposed amendment is approved by a simple majority of the votes cast by the KCHP faculty, it will be implemented on July 1 immediately following the final approval of the amendment.

*Revised 4/19/02*

*Accepted by KCHP Faculty 5/14/02*

*Revised 5/96*

*Published by College of Health Professions Faculty Advisory Committee Board 3/26/98*

**SECTION VIII**  
**Promotion and Tenure Committee**  
**Guidelines**

## **PROMOTION AND TENURE COMMITTEE GUIDELINES**

### **I. Committee Function**

- A. The primary function of the Kasiska College of Health Professions Promotion and Tenure Committee is to evaluate and make recommendations to the Dean of the Kasiska College of Health Professions as to faculty qualifications for promotion and/or tenure. The evaluations must be in compliance with the regulations in the Idaho State University Faculty/Staff Handbook: Part 4, Sections III and IV. Evaluations must also comply with these Kasiska College of Health Professions Guidelines and the Standards for Tenure found in Appendix A of this document and Standards for Promotion found in Appendix B of this document.
- B. The recommendation of the Committee to Dean are advisory in nature.
- C. The Committee must send a written confidential recommendation to the Dean of the Kasiska College of Health Professions with a copy going to the Department Chair and a copy given or sent to the Candidate by certified mail. A signed acknowledgment, indicating receipt of a copy of the recommendation provided to the Candidate should be obtained.
- G. It is recommended that individual departments have written guidelines for Department promotion and tenure review processes. In the absence of written Department guidelines, the Kasiska College of Health Professions Guidelines and Appendices will be utilized for consideration of Candidates' credentials.

### **II. Committee Composition**

- A. All Committee members and alternates shall serve terms of two consecutive years each. Each department of the Kasiska College of Health Professions with more than five academic, tenure-track faculty must select two primary representatives and one alternate representative from its tenure track faculty to serve on the Committee. The two primary representatives shall begin their terms on alternate years and shall therefore end their terms on alternate years. Departments with five or fewer eligible faculty must elect one primary representative and one alternate. Tenured or senior faculty members should be selected for the Committee, when available, to ensure that experienced faculty will make promotion and tenure recommendations. The following clarifications and exceptions apply:
  - 1. Since personnel recommendations in the Kasiska College of Health Professions are initiated by Department Chairs, the aforementioned are not eligible to serve. If a representative becomes ineligible by becoming a Department/Program Chair while serving on the Committee, the Department Chair shall:

- a. Relinquish their position as representative at the end of the academic year (June 30) that they become ineligible.
  - b. Arrange through the established Department procedure for selection of another representative to serve the remainder of their term by the next time the Committee reconvenes.
2. Each of the primary representatives will sit as a permanent member of the Committee, except when he/she is being reviewed or otherwise considered by said Committee.
  3. In departments with more than one program element (e.g. graduate and undergraduate, two different disciplines, etc.), it is recommended that one representative be selected from different program elements.
  4. The "alternate" must sit as a member of the Committee when a representative from his/her department is unable to attend for one of the following reasons:
    - a. Extenuating circumstances;
    - b. A Committee representative from his/her department is being reviewed.
    - c. In the event the alternate is already sitting on the Committee for a review, the Department is permitted to select an Ad Hoc member to complete their complement of representatives to the Committee for review.
- B. The results of the Department selections for representatives and alternates will be submitted in writing to the Dean by each department Chair on or about September 1 of each academic year.
  - C. One of the Committee representatives will be elected by the Committee to serve as Committee Chair, on or about September 15 of each academic year.
    1. In the event that the Chair of said Committee is absent or is herself/himself being reviewed or otherwise considered by the Committee, the representatives serving at that time must elect a representative to serve as Interim Chair.
    2. The Chair or Interim Chair of said Committee will have full voting privileges.
3. One tenured ISU faculty member from outside the College must be appointed to serve on the Committee reviewing each Candidate for promotion or tenure.

- a. The role of the outside member on the Committee is to:
- 1) Provide an objective review of the Candidate's qualifications based upon the Kasiska College of Health Professions Guidelines.
  - 2) Assure that the Committee utilizes the appropriate criteria in evaluation of the Candidate for promotion or tenure.
- b. Each Candidate will provide the Committee with the name of a person they are nominating to serve as the outside member on their review, as well as the name of an alternate should the first person nominated be unable to serve.
- c. The Dean will contact and appoint, to serve on the Committee, one of the two names submitted for each Candidate.
- d. Outside members shall be appointed by the Dean 15 working days prior to the first review. There will be only one outside faculty member for each review meeting for a Candidate. The outside faculty member shall have one vote.
4. A faculty member being reviewed for promotion or tenure will be provided with a list of the Committee constituted for their review at least 10 working days prior to the review. A Candidate has the right to pre-emptive challenge one member of the constituted Committee by making a written request to the Chair of said Committee five working days prior to the scheduled review.
- A pre-emptive challenge results in the automatic removal of the challenged member. The alternate member from the same Department will replace the challenged member. In the event that the alternate member is ineligible or already serving, the Department will select an Ad Hoc member who will serve on the one review.
5. The Dean of the Kasiska College of Health Professions is not eligible to serve as either a regular or ex-officio member of the Promotion and Tenure Committee but will retain the privilege of addressing the aforesaid Committee at the Dean's or Committee's request.

### **III. Procedure**

- A. The Dean and Department Chair must make inquiries to determine faculty members who may be seeking promotion, tenure, or undergoing review. Copies of College Promotion and Tenure Committee Guidelines and Appendices will be made available to all faculty.
- B. The Dean must notify all faculty in the Kasiska College of Health Professions of the approximate calendar for preparing and submitting materials for review by the Promotion and Tenure Committee. This notification must occur at least six weeks prior to the deadline for submission of materials to the Dean.
- C. Each Department Chair must submit all personnel recommendations relating to promotion, tenure, or competency review from that Department, along with all accompanying documents, to the Chair of the Committee at least ten days prior to the scheduled review for promotion and tenure.
- D. Any faculty member being considered by the Committee must submit written permission for the Committee members to review the written supporting materials submitted for consideration since some documents may be confidential. This written permission should be placed at the beginning of the Candidate's submitted materials.
- E. The Chair of the Committee must notify each faculty member in writing as to the exact date he/she will be given formal consideration.
  - 1. The notification must be served ten working days prior to formal consideration.
  - 2. Prior to distribution of materials to Committee members, the Committee Chair must confer with the person under consideration to make sure all relevant materials are available to the Committee.
- F. All voting by members of the Committee must be by secret written ballot. For tenure considerations prior to the 7<sup>th</sup> year, the Committee can vote to recommend deferral when appropriate justification exists.
- G. Only those Committee members validly in attendance at a review meeting may vote on promotion or tenure decisions. Absentee or proxy ballots are not accepted.

### **IV. Amendments**

- A. Any faculty member who would like to initiate a change in these guidelines must submit, in writing, a proposed amendment to the Committee Chair.
- B. The Committee must have a minimum of one month, during the nine-month academic year, to act on the proposed amendment.

- C. Proposed amendments approved by the Committee with a majority vote will be forwarded to the Dean, Academic Vice President and KCHPFAC for review and comment. Following review and comment, the Committee may approve any necessary changes prior to submitting the amendment(s) to the faculty.
  
- D. If the proposed amendment(s) is/are approved by a majority of the votes cast by the Kasiska College of Health Professions faculty, it/they will be implemented on the July 1 immediately following the final approval of the amendment.

*Committee Approval 2/27/98 - Faculty Approval 4/23/98 - Effective 7/1/98*

APPENDIX A  
Standards and Documentation  
for Promotion and Tenure

## **STANDARDS AND DOCUMENTATION FOR PROMOTION AND TENURE REVIEW**

### **I. Introduction**

- A. Tenure is a condition of presumed continuous employment and is defined and clarified in the Idaho State University Faculty/Staff Handbook [Part 4, Section 4, B]. A Candidate for the granting of tenure is requested to present detailed documentation (refer to Section IV herein, “Documentation for Tenure Review”) of past accomplishments which will demonstrate the Candidate’s suitability to be recommended for tenure. The documentation should be the same utilized by the Department in its review committee, and the Department Chair in his/her evaluation.
  
- A. Prior to attaining tenure status, the burden of proving worth rests with the individual. Tenure is customarily a prerequisite for promotion to associate and full professor. In individual cases, however, tenure and promotion can be granted simultaneously, or promotion can be granted prior to tenure. Also, tenure may be granted prior to completion of the usual probationary period in certain exceptional cases.
  
- B. Faculty and Chairs are directed to give careful attention to each aspect of the candidate's contribution to the College, University and community. Tenure recommendations must include, but are not restricted to the criteria below.

### **II. Standards for Tenure Status**

The following standards are to be utilized to clarify and interpret the guidelines relating to tenure status (ISU Faculty/Staff Handbook, Part 4, Sections III and IV). These standards will facilitate the evaluation of a Candidate. Use of these criteria will also be applied to promote consistent application of evaluation procedures during consideration of all Candidates for tenure status.

- A. Academic and Length of Service Requirements (Section III, A of this Appendix).
  - 1. A Candidate must possess the terminal degree as determined by the Dean.
  - 2. A person may be considered for tenure during the fifth full year of employment at Idaho State University and must be considered no later than the seventh such year.
  - 3. All satisfactory service in any professional rank may be used to fulfill the time requirements for acquiring tenure. A maximum of two years satisfactory service in the rank of instructor at this institution will normally be counted in partial fulfillment of the time requirements in professorial ranks. The following interpretations apply:

- a. Only full time appointments (9, 10, 11, or 12 month) are considered.
- b. Less than full-time service is applicable only with prior administrative approval.
- c. Service 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. Contributions during those years must be commensurate with tenure track positions.
- d. No service time acquired while holding temporary or visiting appointment status may be applied toward tenure even if the person is in a funded tenure track position.
- e. Grant time applied toward tenure must be evaluated consistent with University policies.

B. Continued Performance

The Candidate for tenure must provide evidence of the potential for continued high performance in the future. The Candidate will be evaluated utilizing criteria corresponding to the appropriate professorial rank (the criteria for professional ranks are found in Appendix B “Standards and Documentation for Promotion”). The Candidate must demonstrate that he/she is consistently strong in all applicable areas below:

1. Teaching and Competence in the Field

An essential component for promotion or the granting of tenure is competence in the field and the ability to teach effectively. Some elements for assessing competence and teaching effectiveness are addressed in Section III, B of this Appendix.

2. Research/Creative Scholarly Activity

All members of the faculty should demonstrate scholarly ability and attainments. Their qualifications could be evaluated on the quality of work, range, and variety of their intellectual interests and ability to continually work on and complete research and scholarly endeavors. Additionally, involvement in professional presentations and editing professional journals should be considered as evidence of scholarly activity (refer to Section III, C herein).

3. Service

a. University Service

Service on University committees, as well as other related University service, are also a consideration for tenure status. The quality and various kinds of service should be considered when evaluating a candidate's accomplishments in this area (refer to Section III, D herein).

b. Community Service

The scope of the University's and College's activities and nature of the health professions makes it necessary for faculty to engage in many activities outside the fields of University teaching and research/creative scholarly activity. Community service could include aspects of extramural service to schools, industry, and local organizations (refer to Section III, D. herein).

1. Intellectual and Academic Leadership

For those academic ranks which require this attribute, the Candidate for tenure must display evidence that they are also consistently strong in this standard (Section III, E. herein).

### **III. Evaluation Criteria for Tenure**

These criteria will be applied to the Standards for Tenure. Those criteria that apply to the appropriate professorial rank (Appendix B) will be utilized in the tenure review. As an example: A Candidate for tenure, who holds the rank of Associate Professor, will be evaluated utilizing the standards and criteria for Associate Professor, as outlined in Appendix B.

A. Academic and Length of Service Requirements

1. Degree

As a chief academic officer of the University, the Dean will have determined if the highest degree held is the terminal degree.

2. Good Scholarship as Reflected in Academic Record

Transcripts of current graduate or post-graduate work might be evaluated. Additionally, any other documentation reflecting good scholarship intended for review by the Committee may be considered.

3. Years teaching experience at the college level or other appropriate experience in the field

The total number of years completed, plus the current year apply toward eligibility for promotion (e.g., if in the third year of teaching at instructor rank, promotion to Assistant Professor is appropriate; therefore, the promotion would be effective the fourth year).

B. Teaching and Competence in the Field

1. Demonstrated competence in the field as revealed by:
  - a. Annual faculty evaluations for the past years being considered.
  - b. Summary of actual student evaluations of the faculty member for the years being considered for all courses taught.
  - c. Feedback (in informal and formal letters) from tenured and non-tenured faculty and administrators from within and outside the Department when appropriate.
  - d. Evidence of honors and/or awards.
  - e. Significant administrative and/or teaching assignments within and outside the Department (professional consulting or practice could also be considered). Evidence through support letters or evaluation mechanisms could be provided.
  - f. Examples of any work demonstrating competence in the field.
  - g. Evidence of workshops or teaching conducted in the community setting.
2. Interest in and capacity for teaching
  - a. Interest and capacity would be evaluated by accomplishments determined from annual evaluations, student evaluations, honors/awards, special letters, etc. The following aspects could be used to determine the degree of interest and capacity. However, each aspect might not apply to an individual situation:
    - 1) Confidence displayed as a professional and professional attitude.
    - 2) Ability to keep students interest in subject matter (manner of presentation, projected enthusiasm).
    - 3) Knowledge of subject matter.

- 4) Incorporation of current literature and techniques in area in didactic and/or clinical teaching.
- 5) Advanced organization and preparation for classes.
- 6) High standards of performance utilizing fair and objective evaluation mechanisms.
- 7) Involvement with student concerns and issues.
- 8) Participation in academic advising and counseling.
- 9) Continuing education courses attended, developed, and/or taught could be evidence of interest and capacity for teaching.
- 10) Post graduate courses or special emphasis areas could also be evidence of interest and capacity for teaching.

C. Research/Creative Scholarly Activity

1. Evidence of ongoing research/creative scholarly activity and of continuing productive scholarship as evidenced by the items listed below. The quality of creative or original works will be judged by experts within the Department and when desirable from outside the Department. Mandated clinical practice for professional licensure is not considered in this category:
  - a. Publications (provide bibliography if applicable) in:
    - 1) Books, chapters in books, contributing authorship.
    - 2) Reviewed submissions in refereed journals\* (\*A refereed journal is one that has an editor or editorial board which has developed a policy of having manuscripts reviewed by recognized experts in the field).
    - 3) Miscellaneous other journals and newsletters
    - 4) Works in progress.
  - b. Scholarly activity demonstrated in:
    - 1) Grantsmanship (summary of progress).
    - 2) Journals or grant reviewer.

- 3) Consulting activity in grant development, research, or other related service.
  - 4) Surveys or studies conducted.
  - 5) Development of significant instructional materials or resources (especially if copyrighted).
  - 6) Professional presentations.
2. Evidence on continuing productive scholarship as evidenced by completion of those contributions listed above in an ongoing manner rather than sporadically.

D. Service

1. Demonstrated interest in the welfare of institutions of higher learning by evidence of:
  - a. Department, College, or University committee assignment with committee status (member, chairperson, secretary, subcommittee) and performance.
  - b. Related volunteer service.
  - c. Pertinent consulting activity.
  - d. Pertinent community service relating to the interest of the University.
1. Demonstrated interest in the welfare of the health professions by evidence of:
  - a. Involvement in professional associations.
  - b. Coordination of community service projects related to individual's health profession.
  - c. Volunteer service (presentations and participation) in community projects.

E. Intellectual and Academic Leadership

1. Evidence of intellectual and academic leadership evidenced by:
  - a. Assistance in development of peers, other faculty members, and/or administrators.

- b. Special administrative assignments (e.g. clinical coordinator or graduate studies director positions).
- c. Special appointments (e.g. special task forces, committee assignments or responsibilities to which you were appointed or elected based on expertise).
- d. Educational and/or professional contributions at the state, regional, and national levels.

#### **IV. Documentation for Tenure Review**

In order to appraise a Candidate's qualifications and accomplishments for tenure, the Candidate should develop two copies of information for the Committee's use in the review. This information should be the same as that developed for the Department Committee review and the Department Chair's review.

- A. The review packets should contain the following items:
  1. Written permission to review the materials presented and the prior recommendations (Department and Chair) for the purpose of developing an advisory recommendation to the Dean. This permission should be placed at the beginning of materials presented by the Candidate.
  2. A current and complete curriculum vita.
  3. Department annual evaluations for the past years being considered.
  4. Summaries of student evaluations for the past years being considered (didactic and clinical, if applicable).
  5. Appropriate materials to reflect good scholarship in academic records (e.g., transcripts of graduate work beyond degree held, or additional course work and continuing education certificates).
  6. Letters of support for community service or other professional endeavors.
  7. Evidence of research publications and scholarly activity (e.g., copy of journal article or book, letters of documentation of stage of progress in publication or research, grant summary reports, or any actual work).
  8. Department Committee evaluation summary (added to packet no less than 10 working days before the College review).
  9. Chair evaluation/summary (added to packet no less than 10 working days before the College review).

- B. Once completed and presented for review, the packet may not be amended or altered except for the addition of the Department's (committee) evaluation/recommendation and the Chair's recommendation within the specified time frame.
- C. The Candidate must be provided the opportunity to review all materials/documents to be considered by the Committee which were not submitted by the Candidate. The Candidate will be provided five working days to reply or respond in writing.
- D. The review packets should be delivered to the Chair of the Committee no less than 10 working days prior to the scheduled review. The packets will be reviewed for completeness with the Candidate and then housed in the Dean's Office or other suitable location selected by the Dean.
- E. At the College level, the packets may only be reviewed by members (representative, alternate, outside or ad hoc on a particular review) of the Committee.
- F. The packets shall remain intact and housed in the location selected by the Dean for Committee members to review (except during the appropriate Committee meetings and when checked out by the Committee Chair).
- G. At the College level, removal of sections of the packets, removal of materials for photocopying or other use by any person is inappropriate unless specific permission is granted by the Candidate.

*Committee Approved 2/27/98 - Faculty Approved 4/23/98 - Effective 7/1/98*

APPENDIX B  
Standards and Documentation  
for Promotion

## STANDARDS AND DOCUMENTATION FOR PROMOTION

### I. Introduction

- A. These standards and evaluation criteria are used to operationally define the “desirable qualifications” expected for appointment or promotion and will be used by the Committee to evaluate a candidate’s past performance in accordance with the promotional rank under consideration. These standards are to be used in conjunction with the Idaho State University Faculty/Staff Handbook, Part 4, Sections III and IV.
  
- B. These standards and criteria will also aid the Candidate in preparing supportive materials to demonstrate that Candidates meet the standards and criteria by their past performance in teaching, community service and research/creative scholarly activity. 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.

Additionally, these guidelines will promote consistent application of evaluation procedures during consideration of all candidates for promotion. Recommendations relative to promotion must include, but are not restricted to, consideration of the standards and criteria listed below and in Sections II and III of this Appendix.

#### 1. Teaching and Competence in the Field

An essential component for promotion is the ability to teach effectively. Some elements for assessing teaching effectiveness are addressed in Section III, B of this Appendix. Teaching effectiveness also implies a level of competence in the field which is addressed in Section III, A of this Appendix.

#### 2. Research/Creative Scholarly Activity

All members of the faculty should demonstrate scholarly ability and attainments. Their qualifications could be evaluated on the quality of work, range and variety of their intellectual interests and ability to continually work on and complete research endeavors. Additionally, involvement in professional presentations and editing professional journals should be considered as evidence of scholarly activity (refer to Section III herein).

3. Service

a. University Service

Service on University committees, as well as other related University service are also a consideration for promotion. The quality and various kinds of service should be considered when evaluating a candidate's accomplishments in this area (refer to Section III herein).

b. Community Service

The scope of the University's and College's activities and nature of the allied health professions makes it necessary for faculty to engage in many activities outside the fields of University teaching and research/creative scholarly activity. Community service could include aspects of extramural service to schools.

**II. Standards for Promotion in Academic Rank**

A. Instructor

1. Academic and Length of Service Requirements

- a. A Masters level degree.
- b. Good scholarship as reflected in the academic record.\

2. Teaching and Competence in the Field

- a. Demonstrated competence in the field and an interest in and a capacity for teaching.

B. Assistant Professor

1. Academic and Length of Service Requirements

- a. The degree of Doctor of Philosophy or terminal degree.
- b. Good scholarship as reflected in the academic record.
- c. Three years of teaching experience at the College level.

2. Teaching and Competence in the Field

- a. Demonstrated competence in the field.

- b. Demonstrated interest in and capacity for teaching.
    - 3. Research/Creative Scholarly Activity
      - a. Evidence of ongoing research/creative scholarly activity by:
        - 1) Publication
        - 2) Scholarly activity
  - 4. Service
    - a. Demonstrated interest in the welfare of institutions of higher learning.
    - b. Demonstrated interest in the welfare of the health professions.
- C. Associate Professor
  - 1. Academic and Length of Service Requirements
    - a. The degree of Doctor of Philosophy or terminal degree.
    - b. Good scholarship as reflected in the academic record.
    - c. Five years of teaching experience at the College level or other appropriate experience in the field.
  - 2. Teaching and Competence in the Field
    - a. Demonstrated competence in the field
    - b. Demonstrated interest in and capacity for teaching.
  - 3. Research/Creative Scholarly Activity
    - a. Evidence of ongoing research/creative scholarly activity by:
      - 1) Publications
      - 2) Scholarly activities
  - 4. Service

- a. Demonstrated interest in the welfare of institutions of higher learning.
- b. Demonstrated interest in the welfare of the health professions.

D. Professor

1. Academic and Length of Service Requirements

- a. The degree of Doctor of Philosophy or terminal degree.
- b. Good scholarship as reflected in the academic record.
- c. Seven years of teaching experience at the College level or other appropriate experience in the field.

2. Teaching and Competence in the Field

- a. Demonstrated competence in the field.
- b. Demonstrated interest in and capacity for teaching.

3. Research/Creative Scholarly Activity

- a. Evidence of ongoing research/creative scholarly activity by:
  - 1) Publications
  - 2) Scholarly activities

4. Service

- a. Demonstrated interest in the welfare of institutions of high learning.
- b. Demonstrated interest in the welfare of the health professions.

5. Intellectual and Academic Leadership

- a. Evidence of intellectual leadership.

E. Administrative Promotions

A faculty hired as an Instructor may be given up to three years to complete his/her doctorate or terminal degree. Upon completion of the degree, he/she may be administratively promoted to Assistant Professor by the Academic Vice President with written recommendation from the Dean. In the case of administrative promotions to Assistant Professor, the Dean will consider the criteria listed in this document (Appendix B, Sections II and III). A person may be administratively promoted at any time during the academic year without recourse to the Promotion and Tenure Committee.

**III. Evaluation Criteria for Promotion**

These criteria will be applied to the Standards for Promotion in Academic Rank (Section II of this Appendix). Only those criteria that apply to the promotional rank being considered will be utilized in the review. Prior to promotion, the burden of proving worth rests with the individual.

A. Academic and Length of Service Requirements

1. Degree

As a chief academic officer of the University, the Dean will have determined if the highest degree held is the terminal degree in the field.

2. Good scholarship as reflected in academic record.

Transcripts of current graduate or post-graduate work might be evaluated. Additionally, any other documentation reflecting good scholarship intended for review by the Committee may be considered.

3. Years teaching at the College level or other appropriate experience in the field.

The total number of years completed, plus the current year apply toward eligibility for promotion (e.g., if in the third year of teaching at Instructor rank, promotion to Assistant Professor is appropriate; therefore, the promotion would effective in the fourth year).

B. Teaching and Competence in the Field

1. Demonstrated competence in the field as revealed by:

a. Annual faculty evaluations for the past years being considered.

- b. Summary of actual student evaluations of the faculty member for the years being considered for all courses taught.
- c. Feedback (in informal and formal letters) from tenured and non-tenured faculty and administrators from within and outside the department when appropriate.
- d. Evidence of honors and/or awards.
- e. Significant administrative and/or teaching assignments within and outside the department (professional consulting or practice could also be considered); evidence through support letters or evaluations, mechanisms, could be provided.
- f. Examples of any work demonstrating competence in the field.
- g. Evidence of workshops or teaching conducted in the community setting.

2. Interest in and capacity for teaching.

Interest and capacity would be evaluated by accomplishments determined from annual evaluations, student evaluations, honors/awards, special letters, etc. The following aspects could be used to determine the degree of interest and capacity. However, each aspect might not apply to the individual situation.

- a. Confidence displayed as a professional and professional attitude.
- b. Ability to keep student's interest in subject matter (manner of presentation, projected enthusiasm).
- c. Knowledge of subject matter.
- d. Incorporation of current literature and techniques in area of didactic and/or clinical teaching.
- e. Advance organization and preparation for classes.
- f. High standards of performance utilizing fair and objective evaluation mechanisms.
- g. Involvement with student concerns and issues.
- h. Participation in academic advising and counseling.

- i. Continuing education courses attended, developed and/or taught could be evidence of interest and capacity for teaching.
- j. Post graduate courses or special emphasis areas could also be evidence of interest in and capacity for teaching.

C. Research/Creative Scholarly Activity

1. Evidence of ongoing research/creative scholarly activity and of continuing productive scholarship as evidenced by the items listed below. The quality of creative or original works will be judged by experts within the department and when desirable from outside the department. Mandated clinical practice for professional licensure is not considered in this category.

a. Publications (provide bibliography, if applicable) in:

- 1) Books, chapters in books, contributing authorship.
- 2) Reviewed submissions in refereed journals\*; (\*A refereed journal is one that has an editor or editorial board which has developed a policy of having manuscripts reviewed by recognized experts in the field).
- 3) Miscellaneous other journals and newsletters.
- 4) Works in progress.

b. Scholarly activity demonstrated in:

- 1) Grantsmanship (summary of progress).
- 2) Journals or grants reviewer.
- 3) Consulting activity in grant development, research or other related service.
- 4) Surveys or studies conducted.
- 5) Development of significant instructional materials or resources (especially if copyrighted).
- 6) Professional presentations.

2. Evidence of continuing productive scholarship as evidenced by completion of those contributions listed above in an ongoing manner rather than sporadically.

D. Service

1. Demonstrated interest in the welfare of institutions of higher learning by evidence of:
  - a. Department, college or university committee assignment with committee status (member, chair, secretary, subcommittee) and performance.
  - b. Related volunteer service.
  - c. Pertinent consulting activity.
  - d. Pertinent community service relating to the interest of the university.
2. Demonstrated interest in the welfare of the health professions by evidence of:
  - a. Involvement in professional associations.
  - b. Coordination of community service projects related to individual's health profession.
  - c. Volunteer service (presentation and participation) in community projects.

E. Intellectual and Academic Leadership

1. Evidence of intellectual and academic leadership evidenced by:
  - a. Assistance in development of peers, other faculty members, and/or administrators.
  - b. Special administrative assignments (e.g., clinical coordinator or graduate studies director position).
  - c. Special appointments (e.g., special task forces, committee assignments or responsibilities to which you were appointed or elected based upon expertise).
  - d. Educational and/or professional contributions at the state, regional and national levels.

**IV. Documentation for Promotion Review**

In order to appraise a Candidate's qualifications and accomplishments for promotion, the Candidate should develop two copies of information for the committee's use in the

review. This information should be the same as that developed for the department committee review and the department chair's review.

- A. The review packets should contain the following items:
1. Written permission to review the materials presented and the prior recommendations (department and chair) for the purpose of developing an advisory opinion to the Dean. This permission should be placed at the beginning of the materials presented by the Candidate.
  2. A current and complete curriculum vita.
  3. Department annual evaluations for the past years being considered.
  4. Summary of student evaluations for the past years being considered (didactic and clinical, if applicable).
  5. Appropriate materials to reflect good scholarship in academic records (e.g., transcripts of graduate work beyond degree held, or additional coursework and continuing education certificates).
  6. Letters of support for community service or other professional endeavors.
  7. Evidence of research publications and scholarly activity (e.g., copy of journal article or book, letters of documentation of stage of progress in publication or research, grant summary reports, or any actual work).
  8. Department committee evaluation summary (added to packet no less than 10 working days before the college review).
  9. Chair evaluation/summary (added to packet no less than 10 working days before the college review).
- B. Once completed and presented for review, the packet may not be amended or altered except for the addition of the department's (committee) evaluation/recommendation and the chair recommendation within the specified time frame.
- C. The Candidate must be provided the opportunity to review all materials/documents to be considered by the committee which were not submitted by the Candidate. The Candidate will be provided five working days to reply or respond in writing.
- D. The review packets should be delivered to the chair of the committee no less than 10 working days prior to the schedule review. The packets will be reviewed for completeness with the Candidate and then housed in the Dean's Office or other suitable location selected by the Dean.

- E. At the college level, the packets may only be reviewed by members (representatives, alternate or ad hoc on a particular review) of the committee.
- F. The packets shall remain intact and housed in the location selected by the Dean for committee members to review (except during the appropriate committee meetings and when checked out by the committee chair).
- G. At the college level, removal of sections of the packets, removal of materials for photocopying or other use by any person is inappropriate unless specific permission is granted by the Candidate.
- H. Upon completion of the review by the Committee, both copies will be delivered to the Dean for use in reviewing the candidates and in considering the recommendation of the committee.

*Committee approved 2/27/98  
Faculty approved 4/23/98  
Effective 7/1/98*

APPENDIX C  
Guidelines for Promotion  
of Clinical Faculty

## GUIDELINES FOR PROMOTION OF CLINICAL FACULTY

### I. Committee Function

- A. The primary function of the Kasiska College of Health Professions Clinical Faculty Promotion Committee is to evaluate and make recommendations to the Dean of the Kasiska College of Health Professions as to clinical faculty qualifications for promotion. The evaluations must be in compliance with the regulations in the Idaho State University Faculty/Staff Handbook, Part 4, Sections III and IV. Evaluations must also comply with these Kasiska College of Health Professions Guidelines and the Standards for Tenure found in Appendix A of this document and Standards for Promotion found in Appendix A of this document.
- B. The recommendations of the committee to the Dean are advisory in nature.
- C. The Committee must send a written confidential recommendation to the Dean of the Kasiska College of Health Professions with a copy going to the department chair and a copy given to or sent to the Candidate by certified mail. A signed acknowledgment indicating receipt of a copy of the recommendation provided to the Candidate should be obtained.
- D. It is recommended that individual departments have written guidelines for department promotion processes. In the absence of written department guidelines, the College Guidelines and Appendices will be utilized for consideration of Candidates' credentials.

### II. Committee Composition

- A. All committee members and alternates shall serve terms of two consecutive years each. Each department of the college with more than five clinical faculty (0.5 FTE or greater) must select two primary representatives and one alternate representative from its faculty, one of whom must be clinical faculty, to serve on the committee. The two representatives shall begin their terms on alternate years. The alternate representative shall serve for a period of two years. Departments with five or fewer eligible clinical faculty must select one primary representative and one alternate. Senior clinical faculty members are selected to the committee to ensure that experienced clinical faculty will make promotional recommendations. The following clarifications and exceptions apply:
  - 1. Since personnel recommendations in the college are initiated by department chairs, the aforementioned are not eligible to serve. If representatives become ineligible by becoming department/program chairs while serving on the committee, the department chairs shall:
    - a. Relinquish his/her position as representative at the end of the academic year (June 30) that he/she becomes ineligible.

- b. Arrange through the established department procedure for selection of another representative to serve the remainder of his/her term by the next time the committee reconvenes.
  2. Since personnel recommendations in the College are initiated by department Chairs, the aforementioned are not eligible to serve. If representatives become ineligible by becoming department/program chairs while serving on the Committee, the department Chairs shall:
    - a. Relinquish his/her position as representative at the end of the academic year (June 30) that he/she becomes ineligible.
    - b. Arrange through the established department procedure for selection of another representative to serve the remainder of his/her term by the next time the Committee reconvenes.
  3. Each of the primary representatives will sit as a permanent member of the committee, except when he/she is being reviewed or otherwise considered by said committee.
  4. In departments with more than one program element (e.g., graduate and undergraduate, two different disciplines, etc.), it is recommended that the representatives be selected from different program elements.
  5. The “alternate” must sit as a member of the committee when a representative from his/her department is unable to attend for one of the following reasons:
    - a. Extenuating circumstances.
    - b. A committee representative from his/her department is being reviewed.
    - c. In the event the alternate is already sitting on the committee for a review, the department is permitted to select an ad hoc member to complete their complement of representatives to the committee for the review.
- B. The results of the departmental selections for representatives and alternates will be submitted in writing to the Dean by each department chair on or about September 1 of each academic year.
  - C. One of the committee representatives will be elected by the committee to serve as committee chair on or about September 15 of each academic year.

1. In the event that the chair of said committee is absent or is herself/himself being reviewed or otherwise considered by the committee, the representatives serving at the time must elect a representative to serve as interim chair.
  2. The chair or interim chair of said committee will have full voting privileges.
- D. One ISU faculty member from outside the college should be appointed when available to serve on the committee reviewing each Candidate for promotion.
1. The role of the outside member on the committee is to:
    - a. Provide an objective review of the Candidate's qualifications based upon the College Guidelines.
    - b. Assure that the committee utilizes the appropriate criteria in evaluation of the Candidate for promotion.
  2. Each Candidate will provide the committee with the name of a person he/she is nominating to serve as the outside member on his/her review as well as the name of an alternate should the first person nominated be unable to serve.
  3. The Dean will contact and appoint to serve on the committee one of the two names submitted for each Candidate.
  4. Outside members shall be appointed by the Dean fifteen (15) working days prior to the first review. There will be only one outside faculty member for each review meeting for a Candidate. The outside faculty member shall have one vote.
- E. A clinical faculty member being reviewed for promotion will be provided with a list of the committee constituted for his/her review at least ten (10) working days prior to the review. A Candidate has the right to preemptively challenge one (1) member of the constituted committee by making a written request to the chair of said committee five (5) working days prior to the scheduled review.
- A preemptive challenge results in the automatic removal of the challenged member. The alternate member from the same department will replace the challenged member. In the event that the alternate member is ineligible or already serving, the department will select an ad hoc member who will serve on the one review.
- F. The Dean is not eligible to serve as either a regular or ex-officio member of the committee but will retain the privilege of addressing the aforesaid committee at Dean's or the committee's request.

### **III. Procedure**

- A. The Dean and department chair must make inquiries to determine clinical faculty members who may be seeking promotion. Copies of the Kasiska College of Health Professions Clinical Faculty Promotion Committee Guidelines and Appendices will be made available to all clinical faculty.
- B. The Dean must notify all clinical faculty in the college of the approximate calendar for preparing and submitting materials for review by the Clinical Faculty Promotion Committee. This notification must occur at least six (6) weeks prior to the deadline for submission of materials to the Dean.
- C. Each department chair must submit all personnel recommendations relating to promotion from that department, along with all accompanying documents, to the chair of the committee at least ten (10) working days prior to the scheduled review for promotion.
- D. Any clinical faculty member being considered by the committee must submit written permission for the committee members to review the written supporting materials submitted for consideration because some documents may be confidential. This written permission should be placed at the beginning of the Candidate's submitted materials.
- E. The chair of the committee must notify each clinical faculty member, in writing, as to the exact date he/she will be given formal consideration.
  - 1. This notification must be served ten (10) working days prior to formal consideration.
  - 2. Prior to distribution of materials to committee members, the committee chair must confer with the Candidate under consideration to make sure all relevant materials are available to the committee.
- F. All voting by members of the committee must be by secret, written ballot.
- G. Only those committee members validly in attendance at a review meeting may vote on promotion decisions. Absentee or proxy ballots are not accepted.

### **IV. Amendments**

- A. Any faculty member who would like to initiate a change in these guidelines must submit, in writing, a proposed amendment to the committee chair.
- B. The committee must have a minimum of one month, during the nine-month academic year, to act on the proposed amendment.

- C. Proposed amendments, approved by the committee with a simple majority vote, will be forwarded to the Dean, Academic Vice President and KCHPFAC for review and comment. Following review and comment, the cCommittee may approve any necessary changes prior to submitting the amendment(s) to the faculty.
  
- D. If the proposed amendment(s) is(are) approved by a simple majority of the votes cast by the Kasiska College of Health Professions faculty, it(they) will be implemented on the July 1 immediately following the final approval of the amendment(s).

APPENDIX D  
Standards and Criteria for Promotion  
of Clinical Faculty

## STANDARDS AND CRITERIA FOR PROMOTION OF CLINICAL FACULTY

### **I. Introduction**

- A. These standards and evaluation criteria are used to operationally define the “desirable qualifications” expected for appointment or promotion and will be used by the committee to evaluate a candidate’s past performance in accordance with the promotional rank under consideration. These standards are to be used in conjunction with the Idaho State University Faculty/Staff Handbook, Part 4, Sections III and IV.
- B. These standards and criteria will also aid the Candidate in preparing supportive materials to demonstrate that Candidates meet the standards and criteria by their past performance in teaching, community service and creative scholarly activity. 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.

Additionally, these guidelines will promote consistent application of evaluation procedures during consideration of all Candidates for promotion.

Recommendations relative to promotion must include, but are not restricted to, consideration of the standards and criteria listed below and in Sections II and III of this Appendix.

#### 1. Teaching and Competence in the Field

An essential component for promotion is the ability to teach effectively. Some elements for assessing teaching effectiveness are addressed in Section III, B of this Appendix. Teaching effectiveness also implies a level of competence in the field which is addressed in Section III herein of this Appendix.

#### 2. Creative Scholarly Activity

All members of the faculty should demonstrate scholarly ability and attainments. Their qualifications could be evaluated on the quality of work, range, and variety of their intellectual interests and ongoing contribution to clinical practice and training setting (refer to Section III herein).

#### 3. Service

##### a. University Service

Service on university committees as well as other related university service are also a consideration for promotion. The

quality and various kinds of service should be considered when evaluating a Candidate's accomplishments in this area (refer to Section III herein).

b. Community Service

The scope of the university's and college's activities and nature of the allied health professions makes it necessary for faculty to engage in many activities outside the university teaching and research/creative scholarly activity. Community service could include aspects of extramural service to schools, industry, and local organizations (refer to Section III herein).

## II. Standards for Promotion in the Clinical Rank

A. Clinical Instructor

1. Academic and Length of Service Requirement

- a. Appropriate degree held for field and/or profession.
- b. Appropriate certification/licensure/registration in field in which clinical instruction is provided.
- c. Good scholarship as reflected by academic record.

2. Teaching and Competence in the Field

- a. Demonstrated competence in the field and an interest in and capacity for teaching.

B. Assistant Clinical Professor

1. Academic and Length of Service Requirement

- a. Appropriate degree held for field and/or profession.
- b. Appropriate certification/licensure/registration in field in which clinical instruction is provided.
- c. Good scholarship as reflected by academic record.
- d. Three years of teaching at the college level or other appropriate experiences in the field.

2. Teaching and Competence in the Field

- a. Demonstrated competence in the field.
    - b. Demonstrated interest and capacity for teaching.
  - 3. Creative Scholarly Activity
    - a. Evidence and ongoing creative scholarly activity (refer to Appendix A, Section III, C.2).
  - 4. Service
    - a. Demonstrated interests in the welfare of the institutions of higher learning.
    - b. Demonstrated interest in the welfare of the health professions.
- C. Associate Clinical Professor
- 1. Academic and Length of Service Requirement
    - a. Appropriate degree held for field and/or profession.
    - b. Appropriate certification/licensure/registration in field in which clinical instruction is provided.
    - c. Good scholarship as reflected by academic record.
    - d. Five years of teaching at the college level or other appropriate experiences in the field.
  - 2. Teaching and Competence in the Field
    - a. Demonstrated competence in the field.
    - b. Demonstrated interest in and capacity for teaching.
  - 3. Creative Scholarly Activity
    - a. Evidence of ongoing creative scholarly activity (refer to Appendix A, Section III, C, 2.).
  - 4. Service
    - a. Demonstrated interests in the welfare of the institutions of higher learning.
    - b. Demonstrated interest in the welfare of the health professions.

D. Clinical Professor

1. Academic and Length of Service Requirement
  - a. Appropriate degree held for field and/or professions.
  - b. Appropriate certification/licensure/registration in field in which clinical instruction is provided.
  - c. Good scholarship as reflected by academic record.
  - d. Seven years of teaching at the college level or other appropriate experiences in the field.
2. Teaching and Competence in the Field
  - a. Demonstrated competence in the field.
  - b. Demonstrated interest in and capacity for teaching.
3. Creative Scholarly Activity
  - a. Evidence of ongoing creative scholarly activity (refer to Appendix A, Section III, C, 2).
4. Service
  - a. Demonstrated interests in the welfare of the institutions of higher learning.
  - b. Demonstrated interest in the welfare of the health professions.
5. Intellectual and Clinical Leadership
  - a. Evidence of intellectual leadership.

E. Administrative Promotions

A faculty hired as a clinical instructor may be given up to three (3) years to complete his/her appropriate degree for the field. Upon completion of the degree, he/she may be administratively promoted to Clinical Assistant Professor by the Academic Vice President with written recommendation from the Dean. In the case of administrative promotions to Clinical Assistant Professor, the Dean will consider the criteria listed in this document (Appendix A, Sections II and III). A person may be administratively promoted at any time during the academic year without recourse to the Promotion Committee.

**III. Evaluation Criteria for Promotion**

These criteria will be applied to the Standards for Promotion in Clinical Rank (Section II of this Appendix). Only those criteria that apply to the promotional rank being considered will be utilized in the review. Prior to promotion, the burden of proving worth rests with the individual.

A. Academic and Length of Service Requirements

1. As a chief academic officer of the university, the Dean will have ensured that the degree held is the degree required for certification/licensure/registration in the field and/or profession.
2. Good scholarship as reflected in academic record: Transcripts of current graduate or post-graduate work might be evaluated. Additionally, any other documentation reflecting good scholarship intended for review by the Clinical Faculty Promotion Committee may be considered.
3. Years teaching experience at the college level or other appropriate experience in the field: The total number of years completed, plus the current year apply toward eligibility for promotion (e.g., if in the third year of teaching at clinical instructor rank, promotion to clinical assistant professor is appropriate, therefore, the promotion would be effective the fourth year).

B. Teaching and Competence in the Field

1. Demonstrated competence in the field as revealed by:
  - a. Annual faculty evaluations for the past years being considered.
  - b. Summary of actual student evaluations of the faculty member for the years being considered for all courses taught.

- c. Feedback (informal and formal letters) from tenured and non-tenured faculty and administrators from within and outside the department when appropriate.
- d. Evidence of honors and/or awards.
- e. Significant administrative and/or teaching assignments within and outside the department (professional consulting or practice could also be considered); evidence through support letters or evaluation mechanisms could be provided.
- f. Examples of any work demonstrating competence in the field.
- g. Evidence of workshops or teaching conducted in the community setting.
- h. Evidence of clinical expertise and competency.

2. Interest In and Capacity for Teaching

Interest and capacity would be evaluated by accomplishments determined from annual evaluations, student evaluations, honors/awards, special letters, etc. The following aspects could be used to determine the degree of interest and capacity. However, each aspect might not apply to the individual situation.

- a. Confidence displayed as a professional and professional attitude.
- b. Ability to keep student's interest in the subject matter (manner of presentation, projected enthusiasm).
- c. Knowledge of subject matter.
- d. Incorporation of current literature and techniques in area of didactic and/or clinical teaching.
- e. Advanced organization and preparation for clinical and/or didactic assignment.
- f. High standards of performance utilizing fair and objective evaluation mechanisms.
- g. Involvement with student concerns and issues.
- h. Participation in academic/clinical advising and counseling as assigned.

- i. Continuing education courses attended, developed and/or taught could be evidence of interest and capacity for teaching.
  - j. Post-graduate courses or special emphasis areas could also be evidence of interest in and capacity for teaching.
  - k. Guest lecture in academic courses could also be evidence of interest in and capacity for teaching.
3. Clinical expertise may be shown by:
- a. Application of assessment and interventions appropriate to current practice.
  - b. Effective clinical supervision.
  - c. Clinical experience as defined by department.
  - d. Collaboration and/or consultation with individuals with clinical expertise outside areas of own expertise.
  - e. Program development.
  - f. Serving as mentor for students.
  - g. Implementation of innovative service delivery options, therapeutic techniques and models for supervision.

C. Creative Scholarly Activity

1. Evidence of ongoing creative scholarly activity and of continuing productive scholarship as evidenced by the items listed below. The quality of creative or original works will be judged by experts within the department and when desirable, from outside the department. Mandated clinical practice for professional licensure is not considered in this category. There are a tremendous variety of activities that constitute creative scholarly activity for the clinical faculty. The activities listed below are not meant to be all inclusive or restrictive of any activities considered to be scholarly activity by the Clinical Faculty Promotion Committee. Creative scholarly activities include, but are not limited to:
- a. Course development and/or course revision.
  - b. Strategies for clinical practice and training.
  - c. Program development.

- d. Program evaluation and accreditation.
  - e. Curriculum development and innovations.
  - f. Professional presentations.
  - g. Community presentations in professional content area.
  - h. Journal or grant reviewer.
  - i. Consulting activity and grant development, research, or other related service.
  - j. Surveys or studies conducted.
  - k. Development of significant instructional materials or resources (especially if copyrighted).
  - l. Continuing education attendance.
2. Evidence of continuing productive scholarship as evidenced by completion of those contributions listed above in an ongoing manner rather than sporadically.

D. Service

- 1. Demonstrated interest in the welfare of institutions of higher learning by evidence of:
  - a. Department, college or university committee assignment with committee status (member, chairperson, secretary, subcommittee) and performance.
  - b. Related volunteer service.
  - c. Pertinent consulting activity.
  - d. Pertinent community service relating to the interest of the university.
- 2. Demonstrated interest in the welfare of the health professions by evidence of:
  - a. Involvement in professional associations.
  - b. Coordination of community service projects related to individual's health profession.

- c. Volunteer service (presentation and participation) in community projects.
  - 3. Voluntary or mandated clinical practice in respective field.
- E. Intellectual and Clinical Leadership
  - 1. Evidence of intellectual and clinical leadership evidenced by:
    - a. Assistance in development of peers, other faculty members, and/or administrators.
    - b. Special administrative assignments (e.g., clinical coordinator or graduate studies director positions).
    - c. Special appointments (e.g., special task forces, committee assignments or responsibilities to which you were appointed or elected based upon expertise).
    - d. Clinical, educational and/or professional contributions at the state, regional and national levels.

#### **IV. Documentation for Promotion Review**

In order to appraise a Candidate's qualifications and accomplishments for promotion, the Candidate should develop two copies of information for the Clinical Faculty Promotion Committee's use in the review. This information should be the same as that developed for the department committee review and the department chair's review.

- A. The review packets should contain the following items:
  - 1. Written permission to review the materials presented and the prior recommendations (department and chair) for the purpose of developing an advisory opinion to the Dean. This permission should be placed at the beginning of the materials presented by the Candidate.
  - 2. A current and complete curriculum vita.
  - 3. Departmental annual evaluations for the past years being considered.
  - 4. Summary of student evaluations for the past years being considered (didactic and clinical, if applicable).
  - 5. Appropriate materials to reflect good scholarship in academic records (e.g., transcripts of graduate work beyond degree held, or additional course work and continuing education certificates).

6. Letters of support for community service or other professional endeavors.
  7. Evidence of creative scholarly activity (See Appendix A, Section III, C, 2).
  8. Departmental committee evaluation summary (added to packet no less than ten (10) working days before the College review).
  9. Chair evaluation/summary (added to packet no less than ten (10) working days before the College review).
- B. Once completed and presented for review, the packet may not be amended or altered except for the addition of the department's (committee) evaluation/recommendation and the chair's recommendation within the specified time frame.
  - C. The Candidate must be provided the opportunity to review all materials/documents to be considered by the Committee which were not submitted by the Candidate. The Candidate will be provided five (5) working days to reply or respond in writing.
  - D. The review packets should be delivered to the chair of the Clinical Faculty Promotion Committee no less than ten (10) working days prior to the scheduled review. The packets will be reviewed for completeness with the Candidate and then housed in the Dean's Office or other suitable location selected by the Dean.
  - E. At the College level, the packets may only be reviewed by members (representative, alternate, or ad hoc on a particular review) of the Clinical Faculty Promotion Committee.
  - F. The packets shall remain intact and housed in the location selected by the Dean for the Clinical Faculty Promotion Committee members to review (except during the appropriate committee meetings and when checked out by the committee chair).
  - G. At the college level, removal of sections of the packets, removal of materials for photocopying or other use by any person is inappropriate unless specific permission is granted by the Candidate.
  - H. Upon completion of the review by the Committee, both copies will be delivered to the Dean for use in reviewing the Candidates and in considering the recommendation of the Committee.

*Committee Approved 2/27/98 - Faculty Approved 4/23/98 - Effective 7/1/98*

**APPENDIX E**  
**Standards and Criteria for Promotion**  
**of Clinical Faculty**  
**Duration**

**STANDARDS AND CRITERIA FOR  
PROMOTION OF CLINICAL FACULTY  
DURATION**

Appointment is for one academic year or less with the likelihood of continuing employment. Evaluations will be given annually and notice of non-renewal of a non-tenured faculty member must be in accordance with Part 4, Sections IV., C, 3a.