**Idaho State University – College of Science and Engineering**

# **GUIDELINES FOR PROMOTION OF NON-TENURE-TRACK FACULTY**

**Approved by majority faculty vote on April 26, 2023**

1. **INTRODUCTION**

This document provides College-level policies and procedures for promotion and Periodic Performance Review of Non-Tenure-Track faculty.

Each School or Department will develop its own policy that supplements this document with discipline-specific guidelines and procedures for departmental review and evaluation associated with promotion and periodic performance reviews. School and Departmental policies and procedures may not contradict College or University-level policies and procedures, and will be approved in consultation with the Dean of the College.

1. **PROFESSIONAL ACTIVITIES**

The faculty member’s letter of hire will state any specific job assignments or conditions that will be applicable to promotion and periodic performance review. Unless otherwise specified by the letter of hire, non-tenure-track faculty are expected to maintain a workload distribution as described by their individual contract details.

TEACHING

Teaching is the direct educational involvement with students inside and outside the classroom and the activities that enhance this process. It may include, but is not limited to, effective:

* instruction in the classroom
* preparation and management of course laboratories
* supervision of, and service on, graduate students’ committees
* training and supervising of graduate and undergraduate teaching assistants
* advising of students
* supervision of independent study or internships
* design, management, and organization of courses
* education that helps faculty to stay current within the field
* development of curriculum
* creation of new modes of instruction

Evidence of effective teaching characterized by appropriate content and rigor may be gathered from, but is not limited to:

* student evaluations
* teaching observation by peers
* high academic standards as evidenced by grading practices
* syllabi and other instructional material, such as paper assignments
* quality of students’ work
* new course and curriculum development
* innovations in pedagogy
* participation in pedagogically related professional development activities
* number of graduate advisees directed to completion of degree
* service on graduate student committees
* honors and awards

RESEARCH

Research leads to the production of new knowledge or new pedagogy within the field of one’s discipline. Primary evidence for evaluating research can be gathered from, but is not limited to, these sources:

* publication of articles/papers in refereed journals
* publication of articles/chapters within refereed or invited monographs or books
* publication of monographs or books by refereed presses
* publication of textbooks
* publication of refereed software
* awarding of grants and contracts
* advising research students in completing their research efforts, theses, and dissertations
* patents and commercialization
* honors and awards
* keynote or invited presentations

Primary or Secondary evidence for evaluating research (according to departmental policies) can include

* Peer-reviewed publication in proceedings of scholarly meetings

Secondary evidence for evaluating research can include:

* presentations at scholarly conferences
* publications in non-refereed venues
* submission of proposals

SERVICE

Service is defined as those professional activities which effectively aid the department, school, college, university, profession, or community.

*Departmental, college, and university service activities* can include, but are not limited to:

* participation on departmental/college/university boards, committees, task forces, or councils (including hiring and evaluative committees)
* participation in faculty meetings
* serving as faculty advisor for student organizations
* assisting with recruiting activities
* assisting in student placement activities
* reviewing internal grants
* writing and funding of non-research grants
* assigned administrative duties

*Professional service* activities can include, but are not limited to, the following:

* serving as an officer in a professional organization
* reviewing grants for funding agencies
* refereeing papers or books for a journal or publisher
* refereeing conference papers
* organizing and chairing sessions at scholarly conferences
* organizing symposia and professional meetings
* serving as a respondent at professional conferences
* editorships
* participation in professional development activities that focus on improving research productivity or quality
* published textbook and manuscript reviews

*Professionally-related community service* activities can include, but are not limited to, the following:

* speaking on professional topics to civic, public, business, or professional organizations
* serving in a professional capacity on boards of organizations
* working with colleagues in the K - 12 system
* working with groups that promote the understanding of one’s discipline within the community

1. **ELIGIBILITY AND EVALUATION CRITERIA**

Faculty are evaluated in their areas of workload assignment, which may include teaching, research, and service. Evaluation procedures parallel those for tenure-track faculty, but should align with workload areas of emphasis. For example, teaching faculty would typically not require external letters for promotion reviews. The evaluation ratings for applicable workload categories are Excellent, Satisfactory, and Unsatisfactory. Satisfactory and Excellent in each of the areas are defined below.

**Teaching:** To be rated Satisfactory in teaching, a faculty member must demonstrate effective instruction both inside and outside the classroom, characterized by appropriate content and rigor. To be rated Excellent, a faculty member must demonstrate a consistent and significant record of effective instruction characterized by appropriate content and rigor, and high levels of quality and/or innovation.

**Research:** To be rated Satisfactory in research, a faculty member must demonstrate success in the research process pertinent to their discipline, culminating with publications, awards, grants, and/or patents as listed under primary evidence of research success. To be rated Excellent, a faculty member must demonstrate a consistent and significant record of research activity characterized by high levels of quality, insight, and/or productivity. Evaluation of research performance should consider the faculty member’s workload distribution and their department’s research infrastructure.

**Service:** To be rated Satisfactory in service, a faculty member must demonstrate effective participation in the department/college/university service area and participation in either professional or community service. To be rated Excellent a faculty member must demonstrate a consistent and significant record of service activities characterized by high levels of initiative, leadership, and/or effectiveness on behalf of the group being served.

**Distinction by academic rank:** Satisfactory and Excellent performance expectations increase with increasing academic rank. Each rating should consider both performance to date and the demonstrated likelihood of sustaining or improving that level of performance in the future. With these definitions as a guide, each unit shall decide the standard for each academic rank within their school or department.

**FOR NON-TENURE-TRACK PROFESSORS: PROMOTION TO ASSOCIATE PROFESSOR**  
*Eligibility*

To be considered for promotion from Assistant to Associate Professor, non-tenure track faculty members must have completed at least 3 years in rank as Assistant Professor or have equivalent experience. Thus, the request for consideration can be made during the faculty member’s 4th year in rank. Credit toward time in rank gained at other institutions will be negotiated with the dean at the time of hire and noted in the letter of hire.

*Criteria*

The same application form is used for both tenure-track and non-tenure-track faculty. High quality in a faculty member’s primary workload area is the primary requirement for promotion. Performance in other workload areas will also be considered in the recommendation for promotion. Evidence in the primary workload area should follow processes established for tenure-track faculty. For example, teaching faculty would typically not require external letters for promotion reviews.

To be promoted to Associate Professor, the faculty member must, for the period under review (at Assistant Professor), achieve an Excellent level of performance in their primary workload area. For example, a teaching professor must show Excellent performance in teaching and show potential for continued contributions in teaching.

**FOR NON-TENURE-TRACK PROFESSORS: PROMOTION TO PROFESSOR**

*Eligibility*

To be considered for promotion from Associate Professor to Professor, non-tenure track faculty members must have completed at least 4 years in rank as Associate Professor or have equivalent experience. Thus, the request for consideration can be made during the faculty member’s 5th year in rank. Credit toward time in rank gained at other institutions will be negotiated with the dean and noted in the letter of hire. In some special cases a faculty member may request to be considered in their 4th year, but this must first be discussed with the faculty member’s chair and the dean.

*Criteria*

The same application form is used for both tenure-track and non-tenure-track faculty. High quality in a faculty member’s primary workload area is the primary requirement for promotion. Performance in other workload areas will also be considered in the recommendation for promotion. Evidence in the primary workload area should follow processes established for tenure-track faculty. For example, teaching faculty would typically not require external letters for promotion reviews.

To be promoted to Professor, the faculty member must, since achieving rank of Associate Professor, achieve Excellent levels of performance in their primary workload area and one other area. They must also show potential for continuing to make professional contributions to the university in these areas. For example, a teaching professor must show Excellent performance in teaching and may show Excellent performance in research or service.

**FOR LECTURERS: PROMOTION TO ASSOCIATE**

*Eligibility*

To be considered for promotion from Lecturer to Associate Lecturer, faculty members must have completed at least 3 years in rank as Assistant Lecturer or have equivalent experience. Thus, the request for consideration can be made during the faculty member’s 4th year in rank. Credit toward time in rank gained at other institutions will be negotiated with the dean and noted in the letter of hire.

*Criteria*

To be promoted to Associate Lecturer, the faculty member must, for the period under review (at Lecturer), achieve an Excellent level of performance in teaching.

**FOR LECTURERS: PROMOTION TO SENIOR LECTURER***Eligibility*

To be considered for promotion from Associate to Senior Lecturer, faculty members must have completed at least 3 years in rank as Associate Lecturer. Thus, the request for consideration can be made during the faculty member’s 4th year in rank as Associate Lecturer. Credit toward time in rank gained at other institutions will be negotiated with the dean and noted in the letter of hire.

*Criteria*

To be promoted to Senior Lecturer, the faculty member must, for the period under review (since achieving rank of Associate Lecturer), achieve at least an Excellent level of performance in teaching and at least a Satisfactory level of performance in Service.

**PERIODIC PERFORMANCE REVIEW**

*Eligibility*

Every faculty member who has served for 5 years since their last major review (e.g. promotion or prior PPR) will participate in a Periodic Performance Review.

*Criteria*

The faculty member must achieve at least a Satisfactory level of performance in all applicable areas of workload assignment.

1. **PROCEDURAL NOTES**

1. In the spring before the academic year they wish to be considered for promotion, the faculty member should consult with the chair of their department and the dean regarding their eligibility for promotion and to initiate the process. ISUPP 4020 is currently the policy related to promotion.

2. The chair in consultation with the faculty member should construct a departmental review committee. The committee must include a faculty member from outside of CoSE and a student member. The membership list for the committee should then be submitted to the dean for approval.

3. The faculty member should prepare materials pertaining to their promotion according to the current instructions on the Academic Affairs (AA) website in consultation with the chair of the department. and the administrative assistant. The [ISU P&T Faculty Application](https://www.isu.edu/media/libraries/academic-affairs/ISU-P&T-Faculty-Application.docx) form from the AA website must be included in the application materials. There are guidelines for the naming of each file and how it is made available for review by the various evaluators. The instructions on the AA website should be followed; links to the pertinent information on the Academic Affairs website are below.

4. The departmental review committee will access the prepared material as described in the current online submission guidelines and prepare a report. The [ISU P&T Department Committee Report](https://www.isu.edu/media/libraries/academic-affairs/ISU-P&T-Department-Committee-Report.docx) on the AA website should be used. The report should then be made available for review by the department chair.

5. Once this is completed, the chair of the department should then prepare a report regarding promotion of the candidate using [ISU P&T Department Chair Report](https://www.isu.edu/media/libraries/academic-affairs/ISU-P&T-Department-Chair-Report.docx) from the AA website.

6. The reports from the departmental review committee and chair are then provided to the faculty member. The faculty member should make comments using the [ISU P&T Faculty Response to Department and-or Chair Report](https://www.isu.edu/media/libraries/academic-affairs/ISU-P&T-Faculty-Response-to-Department-and-or-Chair-Report.docx) form from the AA website. The faculty comment period is 5 working days.

7. The Executive Committee then accesses the information and reports. The Executive Committee completes the [ISU P&T College Committee Report](https://www.isu.edu/media/libraries/academic-affairs/ISU-P&T-College-Committee-Report.docx) form from the AA website.

8. The dean then accesses the faculty member’s information, reports, and the comments by the faculty member. The dean writes a report with a recommendation.

9. The faculty member then has 5 working days to comment on the Executive Committee and dean’s reports using [ISU P&T Faculty Response to College and-or Dean Report](https://www.isu.edu/media/libraries/academic-affairs/ISU-P&T-Faculty-Response-to-College-and-or-Dean-Report.docx) form from the AA website.

10. The promotion information and all the reports and the comments on the reports by the faculty member are then submitted to the provost’s office for review.

\*Note: The applicant must also complete the faculty self-evaluation portion of the annual evaluation in TMS, once they receive notice that it is available. However, the normal Annual Evaluation form does not have to be completed and attached because this information is already included in the promotion documentation.

Each department/unit may have their own set of additional procedural guidelines, but all of the CoSE guidelines must be followed. Department/unit procedural guidelines must be developed in consultation with the CoSE Dean.

**Promotion Information Available from Academic Affairs**

Information regarding promotion or promotion and tenure is available on the Academic Affairs website currently at:

<https://www.isu.edu/academicaffairs/faculty-support/promotion--tenure/>

The following information should be accessed and completed ***with assistance from the chair and the administrative assistant*** of the candidate’s department.

1. [ISU P&T Application Instructions](https://www.isu.edu/media/libraries/academic-affairs/ISU-P&T-Application-Instructions.docx)
2. [ISU P&T Faculty Application](https://www.isu.edu/media/libraries/academic-affairs/ISU-P&T-Faculty-Application.docx)
3. [ISU P&T Online Submission Guidelines](https://www.isu.edu/media/libraries/academic-affairs/ISU-P&T-Online-Submission-Guidelines-(Revised-10-13-22).pdf)
4. **APPEALS**

Every faculty member has the right to appeal tenure and promotion recommendations made through the College of Sciences and Engineering evaluation procedures. The items subject to appeal and the appeal procedures are described in the ISU Faculty/Staff Handbook.

1. **COLLEGE-LEVEL REVIEW OF TENURE AND PROMOTION APPLICATIONS**

A College-level committee will review tenure and promotion applications prior to review by the College Dean. The committee will typically consist of one representative from Engineering, one from Mathematics, one from Biological Sciences, and three other members from science departments within the College (a maximum of one member from any department). Half-time or greater faculty of each school/department will elect their unit representative.

Committee members will review all tenure and promotion applications, indicate by vote whether they support the application, and provide a written summary of their collective analysis. Members should abstain from voting if, for a specific applicant, they already voted while serving on a departmental level committee for that applicant.

The college-level committee may invite the chair of a departmental review committee to attend a committee meeting and discuss the departmental report.

1. **AMENDING THIS DOCUMENT**

This entire document will be considered for changes every 5 years. The process will begin with a review of the document by the Executive Committee and the Dean, for approval by the College faculty at large. Faculty may also request changes to this document. To do so, the faculty member will make the request for change first at the department/school level. If the department/school agrees to the change, the request will be forwarded to the department chair/school director, who writes a recommendation and then forwards the request to the Executive Committee. If the Executive Committee and Dean agree with the change, it will be submitted for approval by the College faculty at large.