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# Promotion and Tenure Workshop

November 10, 2021

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# Outline of the Workshop

- Introductions
- Definitions: faculty types; tenure, tenure track, non-tenure track
- Eligibility, process, and timeline
- Resources from Academic Affairs and compiling and submitting your portfolio
  - Including website and forms
- Discussion of Teaching, Scholarship, and Service components



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# Introductions

Let's take a few minutes to introduce ourselves...

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# Introduction

- The intent of this workshop is to aid faculty in understanding timelines and preparing materials for successful tenure and/or promotion
- Policy information is contained in **ISUPP 4020**
  - Policy last revised August 28, 2017
  - Located on Academic Affairs webpage  
<https://www.isu.edu/policy/academic-affairs/>
- The procedures are intended to assure fair and equitable treatment of faculty during the P&T process
- Each unit (division, college, school, department, etc.) may establish additional guidelines that are discipline specific which exceed ISU policy requirements

# Definitions

- **Faculty (see ISUPP 3050)**
  - Meet Idaho code requirements as “teaching staff” in accordance with Idaho Code 67-5303(j)
  - Comprise a large and unique subset of Idaho State University’s non-classified employees
  - Addressed in SBOE governing policies as well as ISU policies and procedures
    - Includes academic and Career Technical Education (CTE) faculty
  - Faculty are generally subject to all of the same policies and procedures unless one group is specifically addressed or exempted

# Definitions

- **Tenure track and tenured faculty**
  - A faculty position assigned to an academic department or the library where the incumbent holds academic rank and is eligible for tenure, is tenured, or has been denied tenure but is still employed
  - Faculty titles: Instructor, Assistant Professor, Associate Professor, Professor
  - Have responsibilities in all areas, including *teaching*, *scholarship/research*, and *service*
- **Non-tenure track faculty**
  - Primary responsibility is teaching in degree and/or certificate programs or clinical settings, or in conducting research
  - Faculty titles (e.g. clinical assistant professor, lecturer / instructor) are often determined by division, college, or unit

# Definitions

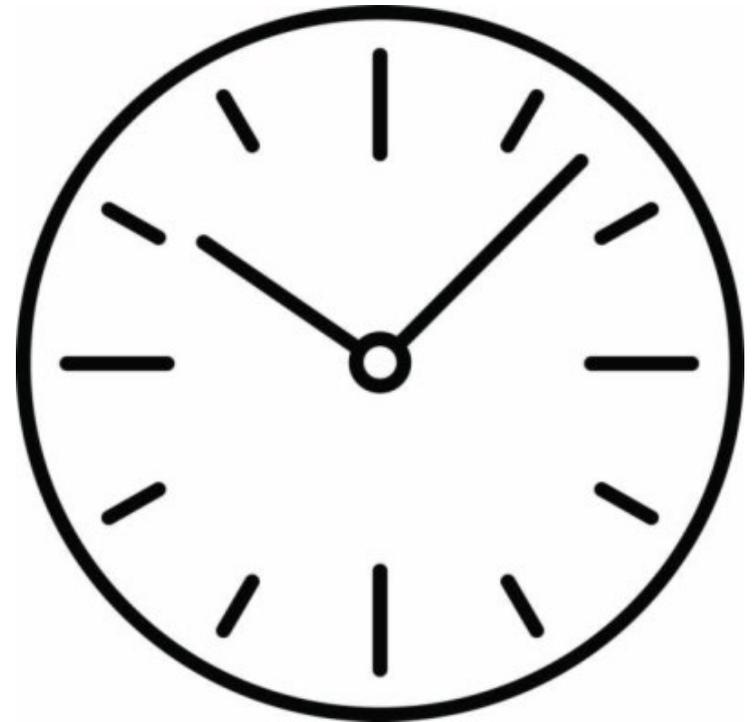
- Other types of faculty:
  - **Adjunct**
    - Part-time, temporary; hired to teach a specific course
    - Not eligible for promotion or tenure
  - **Affiliate & Allied Graduate**
    - Specific roles in instruction, research, clinical supervision, mentoring (typically without compensation)
    - Not eligible for promotion or tenure
  - **Administrative**
    - Holds academic rank, but responsibilities are primarily administrative; examples: President, Provost, Deans
    - Not eligible for promotion under P&T policy
  - **Visiting**
    - Up to a 3 year appointment; purpose is collaboration and to “augment the capabilities of the university”

# Tenure

- Defined as “a condition of presumed continuous employment following the expiration of a probationary period and after meeting defined criteria...”
  - Tenured faculty have the right to receive an annual renewal of contract except when terminated for cause
  - Granted as result of demonstrated competence, sustained contribution, and a strong commitment to the institution
- Tenure track faculty are expected to evidence *continuous* productivity in ***all three areas*** of responsibility:
  - Teaching, scholarship, and service
  - According to unit workload or similar policy; does ***not*** necessarily mean all three activities are equally stressed

# Eligibility

- According to SBOE Governing Policies and Procedures:
  - “A faculty member is eligible to be evaluated for the acquisition of tenure after having completed four (4) full years of academic employment at the institution”
  - Tenure track faculty members must be evaluated “not later than the sixth (6<sup>th</sup>) full academic year of employment...”



# Timeline Questions

- FAQs: When does the clock start? What about work in a different position or from a previous institution? Can the clock stop?
- Example:
  - Dr. Jones joined Idaho State in August of 2019 as a tenure track faculty member. When would he be eligible to be considered for promotion to associate professor with tenure?

# Years

- Year 1: July 2019 – June 2020
- Year 2: July 2020 – June 2021
- Year 3: July 2021 – June 2022
- Year 4: July 2022 – June 2023
- Year 5: July 2023 – June 2024
- Year 6: July 2024 – June 2025
- Year 7: July 2025 – June 2026

# Third-Year Reviews

- All tenure-track faculty must undergo a mandatory third-year review
  - Opportunity to assess a faculty member's progress
  - May result in an early tenure bid or can identify areas of potential weakness; gives faculty the chance to remediate as needed
- Conducted during the third year of full-time employment with input from departmental faculty and chair
  - No external reviewers

# Tenure and Promotion

- Granting of tenure will be **linked to promotion** to associate professor for those faculty members at the assistant professor rank whose entire time in service for consideration of tenure was spent at ISU
  - For these faculty members, tenure will NOT be awarded without promotion to associate professor rank
- NOTE: in some cases faculty may be hired without tenure at the associate or full professor rank
  - On rare occasions, administrative faculty may be appointed in rank and with tenure at time of hire



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# Process

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# Process for Faculty Member

Step One: In spring prior to application year, candidates should notify department chair of their intent to go up for promotion and/or tenure in the fall

- Letter or email in which the tenure track faculty member also provides to the chair a list of seven (7) possible external reviewers
- Include biographical and contact information as well as certification that no *significant* relationship exists (relative, major professor, dissertation professor, former student, co-author)
  - Reviewers should be able to evaluate the quality, productivity, and significance of scholarship

# Process for Faculty Member

Step Two: Prepare Tenure and Promotion Application Form and supporting materials for submission to chair in early fall semester (earlier the better)

- Upload documents into an assigned folder in Box (See instructions regarding file labeling and organization)



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

**Promotion and Tenure Forms & Instructions:**

ISU P&T Faculty Application	ISU P&T Department Committee Report	ISU P&T Department Chair Report	ISU P&T Faculty Response to Department and-or Chair Report
ISU P&T College Committee Report	ISU P&T Faculty Response to College and-or Dean Report	ISU P&T Application Instructions	ISU P&T Online Submission Guidelines

# Application Materials

- The ISU Tenure and Promotion Application Form
- A current *curriculum vitae* (CV)
- Annual performance reviews for reappointment, including the third-year review
- Evidence of **effective teaching** and/or **clinical practice**
  - History of student evaluations (may be summarized by dept)
  - Thesis/dissertation committee service
  - Peer review of teaching and/or clinical practice
- Evidence of **relevant scholarship**/research/creative activities (examples of articles, book chapters, etc.)
- Evidence of **relevant service**

# Review Process: Department

- A Department/College Committee reviews the faculty member's portfolio and makes a recommendation
  - Different colleges have established processes for committee selection and composition
  - Committee members may observe teaching
  - Student representative(s) must be included as voting members
  - At least 1 member from outside the college/dept/unit
- Department Chair reviews the candidate's portfolio and the report from the committee and makes recommendation to the dean
  - A vote of department faculty members may also take place as part of the process at this level

# External Reviewers

- The department chair will select at least two reviewers from the candidate's list of seven
- Chair will also solicit additional reviewers
  - Must demonstrate “best efforts” to obtain external review letters in a timely manner for inclusion in application
- The promotion/tenure application will include a **minimum of three** (and not more than 6) letters from external reviewers

# Review Process: College

- The dean of the faculty member's college also reviews the candidate's portfolio
- All previous recommendations are taken into account as part of the dean's recommendation
  - College-level committee may also be organized to review materials and make recommendation to dean

# Review process: Provost's Office

- The Provost's Office reviews prior materials *and the process in general* and then makes a recommendation to the President
  - The Provost level of review for KDHS faculty will involve the VP of Health Sciences; faculty portfolios from other colleges may be reviewed by an associate vice president in academic affairs at the request of the Provost
- President makes final university decision and notifies faculty member in writing
  - Before the end of the academic year



# Criteria for Consideration

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Teaching  
Scholarship  
Service

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# Teaching

- Assigned classroom teaching
- Teaching awards and distinctions
  - Course / program development
  - Collaboration
  - Pedagogical publications
  - Awards

# Teaching

- Graduate Supervision
  - M.A. Thesis Committees
  - Ph.D. Dissertation Committees
  - Independent Studies
- Undergraduate Research or Service-Learning
- Clinical Supervision
- Continuing Education / Certification

# Research and Creative Activity

- Publications
  - Books (scholarly, creative, textbook, edited volumes)
  - Original creative works (performances and exhibits)
  - Refereed articles, book chapters, and non-refereed articles
  - Technical reports
  - Book reviews

# Research and Creative Activity

- Grants and Contracts
  - External
  - Internal
- Presentations
  - Papers
  - Speeches
  - Posters
- Honors and Awards

# Service

- Service to the Discipline
  - Offices held in organizations
  - Editorial boards, review panels, etc.
- Service to the University
  - University, division, college, and department committees
- Service to Community Related to Discipline
  - Community councils or boards
  - Other public service activities

# *Possible* Additional Criteria

- Different departments may have additional criteria for P&T consideration
  - For example in the KDHS, additional criteria may be considered, including:
    - Professional integrity and collegiality
    - Engagement and participation at department, college, and professional levels
    - Evidence of intellectual and academic leadership in professional organization; or mentoring, special administrative assignments and special appointments



# Promotion and Tenure Decision

The promotion and/or tenure decision will be based on the significance and quality of the candidate's scholarship, teaching, and service to date and will take into account an ***assessment of the likelihood of sustained productivity***

# “Stop the Clock”

- Sometimes, extenuating circumstances might prohibit a faculty member from being ready for P&T consideration by their sixth year
  - Such circumstances may include family emergencies, illness, childbirth, significant workload adjustments, etc.
- “Stop the Clock” may only be requested PRIOR to submitting a complete tenure portfolio
  - Faculty member provides request to department chair explaining circumstances and a proposed timeline for starting the tenure clock again

# Specific Policy Information

- ISU Policies and Procedures regarding promotion and tenure may be found at:

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

- Departments and colleges may also have guidelines for faculty in their specific units; such policies must be in accordance with ISUPP 4020 and SBOE policy

- Examples:

<https://www.isu.edu/healthsciences/for-faculty-and-staff/>

(last updated May 2019, includes tenure track and non-tenure track policies)

<https://www.isu.edu/cal/promotion-and-tenure-policy/>

(last updated December 2018)

# Summary

- Complete documentation of your activities as a faculty member is essential for a complete application that has the highest possible chance of successful promotion and tenure
  - **Document, document, document!**
- Success in this process requires regular and ongoing effort to manage your time to ensure attention to all areas of your position
- Use the annual evaluation process to have frank and open discussions with your chair regarding your progress
  - “Meeting expectations” each year on the annual evaluation may not necessarily indicate that you will be successful in your bid for promotion and/or tenure



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# Questions?

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