Procedure for Submitting Materials for Promotion and Tenure Consideration

FORMAT
Applicants will upload documents into an assigned folder in Box. Please organize as described below.

- The application subfolder should contain the following documents:
  - The completed **Promotion and/or Tenure Application Form** (attached).
  - A current *Curriculum Vitae*
  - Copies of your annual evaluations (up to past 5 years)
  - Summaries of your teaching evaluations (not the raw data)

- The Teaching and Service subfolder should contain materials and supporting documentation for all instructional and service activities listed in the application.

- The Research, Scholarly and Creative Works subfolder should include:
  - Scholarly/creative works, such as journal articles, essays, chapters in edited books, etc. Do not submit the entire issue of a journal, for example, only a copy of your article.
  - Copies of works in collections, as well as a copy of the title page and any other page needed to show editors, year of publication and publisher. Do not submit the entire book.
  - Copies of abstracts and conference presentations. Please do not supply the entire program.
  - Authored or edited books, including textbooks and pedagogical materials (e.g., study guides).
  - Photos, CDs, and DVDs showing examples of creative works in the arts, websites, etc. should be included.

All document submitted to Academic Affairs must be in electronic form. However, departments and colleges may choose to use paper documents for internal review.

*If you have materials that do not fall under these guidelines or other questions about the submission process, please contact Stefanie Shadduck at 208 373-1769 or Paddy Sant at 208 282-4220.*
I. BASIC INFORMATION
This form organizes the data required by the Executive Vice President and Provost for all levels of review of a faculty member's request for consideration for promotion in rank and/or tenure. The completed Application Form and support materials will be reviewed by the P&T review committees at the department and college levels, department chair, college dean, and the Executive Vice President and Provost's Office. Therefore, it is in the best interest of each applicant to ensure that the data are complete, organized, and accurate. Please attach additional sheets, if necessary, to give complete information. Original signatures are required on the (scanned) hard copy of this form, which will become part of the faculty member's personnel file in the respective dean's office.

Name: ____________________________ Date: ________________
Department: ________________________ College: ________________
Initial Date of ISU Appointment: ________________ Initial Rank: ________________
Present Rank (and eff. Date) ________________ Years Completed in Rank at ISU: _______
Tenured: _____ Yes _____ No Effective Date of Tenure ________________
Years of Credit Awarded Toward Tenure Upon Appointment (if applicable): _______
Contract Tenure Year as specified in Tenure Year Designation Form (if applicable): _______
Appointment: ___________ 9 month _________ 12 month
FTE: ___________

PLEASE SUBMIT THIS APPLICATION ELECTRONICALLY (Include letter of offer).

____________ I am seeking Tenure only
____________ I am seeking Tenure and Promotion to the rank of: _________________________
____________ I am seeking Promotion only to the rank of: _________________________
____________ This is a Third-Year Review

This (is, is not) an application for Early Tenure.

Applicant’s Signature ____________________________ Date ________________
II. GENERAL DATA: Please list all information in reverse chronological order.

<table>
<thead>
<tr>
<th>EDUCATION</th>
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<tbody>
<tr>
<td>Institution</td>
<td>Field of Study</td>
<td>Degree</td>
<td>Date</td>
</tr>
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</tbody>
</table>

Other Education (institutes, short courses, etc.):

Areas of Specialization:

<table>
<thead>
<tr>
<th>EMPLOYMENT</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>(List current position first. Please show all changes in position or title at a given institution.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td>Position/Title</td>
<td>Time Period</td>
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</tbody>
</table>
III. TEACHING

A. TEACHING PHILOSOPHY, GOALS, AND ACCOMPLISHMENTS (Briefly summarize your goals and accomplishments in teaching.)

B. COURSES TAUGHT (List & include course number and title.) In order to provide reviewers with an overview of the variety of courses you have taught, please list all courses you have taught while at ISU, but list each only one time. Please list courses taught in the past five years or since last promotion/tenure award, whichever is the more recent, and specify typical or average enrollment.
C. TEACHING AWARDS, DISTINCTIONS (List all awards, distinctions, etc. and year received; Please list all information in reverse chronological order.)

1. Teaching Awards and Other Recognition:

2. Textbooks Published (should also be listed in section V, A, 4):

3. New Courses Developed:

4. New Programs Developed:

5. Collaborative Efforts with Colleagues to Improve Teaching:

6. Scholarly Papers Published on Teaching in Your Field:

7. Other:
D. DOCTORAL DISSERTATION COMMITTEES
Include names of students; dates of service; indicate if Dissertation Director/Chair. When possible, give information regarding the subsequent professional careers of these students and whether the dissertation led to publication. Please list all information in reverse chronological order.

E. MASTER’S THESIS COMMITTEES
Include names of students; dates of service; if Thesis Director/Chair; where possible, give information regarding the subsequent professional careers of these students. Please list all information in reverse chronological order.

F. GRADUATE STUDENT INDEPENDENT STUDIES

G. UNDERGRADUATE RESEARCH OR SERVICE-LEARNING SUPERVISION
Include names of students; dates of service; if Director/Chair; where possible, give information regarding the subsequent professional careers of these students. Please list all information in reverse chronological order.

H. CLINICAL SUPERVISION
Include names of students; dates of service; where possible, give information regarding the subsequent professional careers of these students. Please list all information in reverse chronological order.

I. OTHER
IV. SERVICE: Please list all information in reverse chronological order.

A. SERVICE TO THE DISCIPLINE
List offices held in national, regional, local organizations associated with your professional field; indicate dates of service

Other professional service rendered, e.g., editorships, service on editorial boards of scholarly journals, review panels, accreditation teams

List professional organizations to which you currently belong

B. SERVICE TO THE UNIVERSITY
Briefly outline your goals and achievements in the various areas of University governance at Idaho State University. Include description of your involvement in and contributions to university, college, department, ISU councils or committees; dates of service; if chairperson. (Tenure - Please list service to the University during your tenure earning years. Promotion - Please list service to the University since last review for promotion.)

C. SERVICE TO THE COMMUNITY
List community committee councils, boards, etc., on which you have served, or other public service activities. Include dates of service.

D. OTHER SERVICE ACTIVITY
List including dates of service
V. RESEARCH AND CREATIVE ACTIVITY: Please list all information in reverse chronological order.

A. PUBLICATIONS

1. Books (Scholarly and Creative)
List authors (underline senior author), title, publisher, location.
If you wish, you may append copies of published reviews of your books.

a. Scholarly/Creative Books Published:

b. Scholarly/Creative Books in Press (attach a copy of the communication from publisher):

c. Scholarly/Creative Books Submitted for Review (attach a copy of your transmittal letter to publisher):

2. Original Creative Works, including all performances and art exhibits.
List artists/authors/appropriate credits, title, venue/location, date(s) of performance/shows (if applicable).
If you wish, you may append copies of published reviews and/or publicity information.

3. Edited Volumes
List authors (underline senior author), title, publisher, location.
If you wish, you may append copies of published reviews of your books.

a. Edited Volumes Published:

b. Edited Volumes in Press (attach a copy of the communication from publisher):
4. Textbooks
List authors (underline senior author), title, publisher, location.

a. Textbooks Published (should also be listed in section III, C, 2):

b. Textbooks In Press (attach a copy of the communication from publisher):

c. Textbooks Submitted for Review (attach a copy of your transmittal letter to publisher):

5. Chapters or Segments of Books
List authors (underline senior author), title, publisher, location.

a. Chapters/Segments of Books Published:

b. Chapters/Segments of Books In Press (attach a copy of the communication from publisher):

c. Chapters/Segments of Books Submitted for Review (attach a copy of your letter of transmittal to publisher):
6. Refereed Articles
List authors (underline senior author), title, publisher, location.

a. Refereed Articles Published:

b. Refereed Articles in Press (attach a copy of the communication from publisher):

c. Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):

7. Non-Refereed Articles
List authors (underline senior author), title, publisher, location.

a. Non-Refereed Articles Published:

b. Non-Refereed Articles In Press (attach a copy of the communication from publisher):

c. Non-Refereed Articles Submitted for Review (attach a copy of your letter of transmittal to publisher):
8. Technical Reports
List authors (underline senior author), title, publisher, location.

9. Book Reviews Published

10. Other Creative Activities and Products
List authors or appropriate credits (underline senior author/contributor)

11. Other Research and Creative Activities (including patents/technology transfer projects)
List authors or appropriate credits (underline senior author/contributor)
B. GRANTS AND CONTRACTS

1. List grants and contracts that you have directed as principal investigator, director, and/or co-principal investigator. Note principal investigator, director, and all co-principal investigators on grants & contracts; title; agency; purpose of research; funded amount; dates; specify if grant was refereed.

External Grants

Internal Grants

2. List grants you have applied for and are either under review or were not funded. Note principal investigator, director, and all co-principal investigators on grants and contracts; title; agency; purpose of research; funded amount; dates; specify if grant was refereed. Specify if under review or unfunded.

External Grants

Internal Grants
C. PRESENTATION OF PAPERS / MAJOR SPEECHES
   Indicate if speech is invited, keynote, or plenary, etc.

1. Papers presented at professional conventions and meetings

2. Major Speeches (keynote, plenary address, invited speech, etc.)

3. Poster Presentations

D. HONORS AND AWARDS RELATED TO RESEARCH
   Provide all relevant details.
VI. Materials to be Completed/Submitted by the Department Chair or Designee

A. ASSIGNED DUTIES OF CANDIDATE

Please attach copies of the candidate’s annual faculty evaluations. For tenure applicants include activity reports for all candidates’ tenure-earning years at ISU. For promotion candidates include all activity reports since the candidate’s original ISU appointment, or since his/her last promotion at ISU, whichever is more recent.

B. STUDENT EVALUATION OF TEACHING

Please provide a narrative describing the student evaluations of courses taught by the candidate, including both quantitative data when available and a short summary that captures the essence of the student comments. This narrative should include contextualizing information in terms of departmental norms and a description of the evaluation instrument (e.g., items, response scales). The summary can include a statistical presentation, but should not be limited to statistics.

A suggested template for the reporting of statistical data is provided on the following page. If the candidate or the department wishes to attach the comments in their entirety, include them in the supplemental materials.

For Tenure applications, the summary should address student evaluations for all of the tenure earning years. For Promotion applications, the summary should address student evaluations for the past five years or since the last promotion/tenure award, whichever is the more recent.

Name of Individual Completing This Section: ________________________________

Title of Individual: ________________________________

_________________________________  ________________________________
Signature                                  Date
Suggested Template for Reporting Quantitative Data from Student Evaluations

This template is designed for reporting quantitative data from student evaluations of teaching effectiveness. The template provides space for identifying and describing each course taught, as well as for reporting relevant information about student responses to overall summary evaluation item(s) on a departmental instrument for student evaluations. (An overall summary evaluation item is one that asks the student to provide a global assessment of the instructor or the course.) If the applicant (or tenure and promotion committee) wishes to include additional items, use the same format and clearly identify the items.

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Course Name:</th>
<th>Course Type:</th>
<th>Semester/Year:</th>
</tr>
</thead>
</table>

### Summary of Quantitative Responses

<table>
<thead>
<tr>
<th>Item</th>
<th>Number of Responses</th>
<th>Course Mean (SD)</th>
<th>Dept. Mean (SD) For Level</th>
<th>Course Median</th>
<th>Dept. Median For Level</th>
<th>Course Min - Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briefly reproduce overall evaluation item</td>
<td>N</td>
<td>M.mm</td>
<td>M.mm</td>
<td>Med</td>
<td>Med</td>
<td>X – Y</td>
</tr>
<tr>
<td>Briefly reproduce additional summary Items as needed</td>
<td>N</td>
<td>M.mm</td>
<td>M.mm</td>
<td>Med</td>
<td>Med</td>
<td>X – Y</td>
</tr>
</tbody>
</table>

**Key:**
- **Course Type** refers to whether the course is designed for Gen Ed (GE), Majors/Minors (M), Service (S), or Graduate Students (Gr).

- **Number of responses** refers to the number of students providing data on the item.
- **Course mean (SD)** refers to the arithmetic average (and standard deviation) for responses to the item in the course.
- **Dept. Mean for Level (SD)** refers to the departmental mean (and standard deviation) for responses to the item for all courses at that numerical level (i.e., 100-level, 200-level, etc.).
- **Course Median** refers to the score at the 50th percentile for responses to the item in the course.
- **Dept. Median for Level** refers to the score at the 50th percentile for responses to the item for all courses at that numerical level (i.e., 100-level, 200-level, etc.).
- **Course Min – Max** refers to the lowest (Min) and highest (Max) observed responses to the item in the course.

Reproduce the template as necessary to report available data for each relevant course.
C. EXTERNAL REVIEWS OF RESEARCH AND CREATIVE ACTIVITY
(Not applicable to the Third-Year or Five-Year Review)

Follow the procedures outlined in the Idaho State University Promotion and Tenure Policy.
SAMPLE LETTER
Invitation to External Reviewers

___________________(DEPARTMENTAL/SCHOOL LETTERHEAD)

_______________ (DATE)

Dear_______________

________________(NAME) is being considered for _______________ in the Department/School of __________________ at Idaho State University. You have been recommended as a person highly qualified to review and evaluate ______________ (HIS/HER) research/scholarly/creative contributions. We believe external evaluations contribute substantially to the academic review process, and we would greatly appreciate your willingness to serve in this capacity. If the faculty member is applying for early tenure or promotion, please insert the following sentence here: Please be advised that ________________(NAME) is applying for “early” tenure or promotion and that Idaho State University has stringent performance expectations for awarding a favorable “early” decision; a candidate needs to have exhibited an extraordinary scholarly record to earn early promotion or tenure.

Your written comments will become part of ____’s file and be available for Professor ________’s review. If you are willing to accept our invitation, we solicit your comments regarding the depth, originality, importance, significance, visibility, productivity, and independent scholarship of (his/her) contributions. We do not, of course, expect you to make a (tenure/promotion) recommendation as such. Your evaluative comments, however, based upon your knowledge and appreciation of the field and its standards, will be a significant contribution to our review. Please keep in mind that your comments should reflect appropriate norms, as you see them, for a candidate for (tenure/Associate Professor/Full Professor). Also, if you have had any relationship with________________ in the past, please so indicate.

If you agree to conduct this review for us, we will provide you with Professor ________’s vita and supporting materials, a copy of the Department/School, College, and University mission statements, and a written description of the candidate’s assignment of efforts and activities for the entire time span being evaluated. A description of departmental expectations regarding research productivity is included.

In order to complete our review I hope we might have your response by ________(DATE). Should you decide not to accept our invitation to serve as an external reviewer for ______________ (NAME), we would appreciate learning of that decision at your earliest convenience. A telephone call to me at (208) 282-xxxx would facilitate our selection of another reviewer if you cannot accept our invitation. In either case, please be assured that we are very grateful for your consideration of our request.

Sincerely,

_____________________________
(DEPARTMENT CHAIR/SCHOOL DIRECTOR)
D. Chair’s recommendation: This narrative should include a careful analysis of the evaluation with rationale for positive and/or negative evaluation (a Departmental Committee report will accompany the chair’s recommendation; see the following page for committee report formatting).
VII. DEPARTMENT and COLLEGE PROMOTION AND TENURE COMMITTEES REPORTING INSTRUCTIONS

Following this page, the Department and the College Promotion and Tenure committees should append narratives to support the evaluation. These narratives should include a careful analysis of the evaluation with rationale and reasons for positive and/or negative evaluation.

This narrative should also address the following questions.

- Are the candidate’s competencies in keeping with the long-range goals of the Department/College and the University missions? Explain.
- Has the candidate demonstrated the capability to work responsibly and knowledgeably toward the goals of the Department/School and the University? Explain.

Where a split evaluation exists, the committee should provide Majority and Minority Reports. "Minority Reports" are defined as voluntary written statements submitted by committee members indicating reasons for dissenting from the recommendation of the majority of the committee.

If applicable, for tenure applications, please include the Third-Year and other Promotion and Tenure evaluation letters for the entire probationary period. For promotion applications, it is useful to include a summary of these interim evaluations for each year since the most recent promotion.
VIII. TENURE RECOMMENDATION

Vote of the Department/School Faculty Promotion and Tenure Committee

# Grant
# Deny
# Abstain
# Absent
# Ineligible

I certify that the above accurately represents the balloting of the Committee.

Department Chair/School Director: Signature: _________________________________
Date: _________________________________

Vote of the College Faculty Promotion and Tenure Committee

# Grant
# Deny
# Abstain
# Absent
# Ineligible

I certify that the above accurately represents the balloting of the eligible membership of the College Committee.

Dean: Signature: _________________________________
Date: _________________________________
IX. PROMOTION RECOMMENDATION

Vote of the Department/School Faculty Promotion and Tenure Committee

# Grant
# Deny
# Abstain
# Absent
# Ineligible

I certify that the above accurately represents the balloting of the Committee.

Dept. Chair/School Director
Signature: ________________________________
Date: ________________________________

Vote of the College Faculty Tenure and Promotion Committee

# Grant
# Deny
# Abstain
# Absent
# Ineligible

I certify that the above accurately represents the balloting of the College Committee.

Dean:
Signature: ________________________________
Date: ________________________________
Response by candidate to Department’s and/or Chair’s report(s):

I have reviewed the ratings and recommendations made on my application and have had the opportunity to enter a statement as provided above.

Signature: ___________________________ Date: _______________________

Signing indicates only review of the document(s) involved in my candidacy. It does not imply consent, approval, or agreement.
Response by candidate to College’s and/or Dean’s report(s):

I have reviewed the ratings and recommendations made on my application and have had the opportunity to enter a statement as provided above.

Signature: _____________________________ Date: ______________

Signing indicates only review of the document(s) involved in my candidacy. It does not imply consent, approval, or agreement.