



Promotion and Tenure Workshop

February 7, 2025



Outline of the Workshop



- **Help faculty:**
 - ◆ Understand P&T timelines and procedures
 - ◆ Preparing materials for a successful tenure and/or promotion review
- **Define faculty types**
- **Explain eligibility for P&T**
- **Provide resources from Academic Affairs**
- **Discuss the core components of the application:**
 - ◆ Teaching, Scholarship, and Service
- **Panel discussion with recently tenured/promoted faculty**

Introduction

ISU Policy

- **University policy information:**
 - ISUPP 4020: *Promotion and Tenure*
 - ISUPP 4050: *Academic Rank and Other Appointments*
 - ISUPP 3050: *Categories of Employees*
- 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

DEFINING FACULTY



- ◆ 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

See:

ISUPP
4020

AND

ISUPP
3050

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 under a non-tenured fixed term ([ISUPP 4020](#))
- ◆ Common T/TT Ranks:
 - Assistant Professor
 - Associate Professor
 - Professor
- ◆ Have responsibilities in all areas, including teaching, scholarship/research, and service

NON TENURE-TRACK FACULTY

- ◆ A faculty position in which the primary responsibility is teaching in degree and/or certificate programs or clinical settings, or in conducting research
- ◆ Common Non TT Ranks (often determined by division, college, or unit):
 - Lecturer, Associate Lecturer, Senior Lecturer
 - Instructor, Senior Instructor
 - Clinical Instructor, Clinical Senior Instructor
 - Professor of Practice
 - (Clinical, Research, or Teaching) Assistant Professor
 - (Clinical, Research, or Teaching) Associate Professor
 - (Clinical, Research, or Teaching) Professor

ADJUNCT FACULTY

- ◆ Part-time, temporary; hired to teach a specific course
- ◆ Not eligible for promotion or tenure

AFFILIATE AND ALLIED GRADUATE FACULTY

- ◆ Specific roles in instruction, research, clinical supervision, mentoring (typically without compensation)
- ◆ Not eligible for promotion or tenure

ADMINISTRATIVE FACULTY

- ◆ Holds academic rank, but responsibilities are primarily administrative; examples: President, Provost, Deans
- ◆ Not eligible for promotion

VISITING FACULTY

- ◆ Purpose is collaboration and to “augment the capabilities of the university”
- ◆ Not eligible for promotion or tenure

**Other types
of faculty
not eligible
for
promotion**

Let's Pause for Questions



Tenure

let's talk about it

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 (**ISUPP 4090: Faculty Workload**); does not necessarily mean all three activities are equally stressed

Tenure and Promotion

- Granting of tenure *will be linked* to promotion to associate professor for those faculty members at the assistant professor rank...
 - 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

Let's Pause for Questions



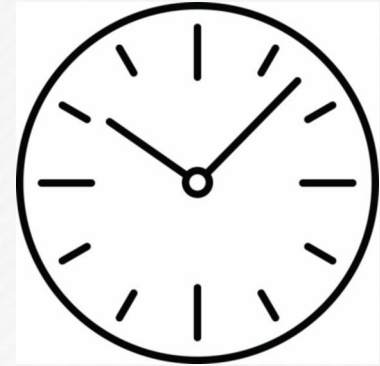
Tenure Eligibility

and Timeline



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 (6th) 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?
- **Let's Look at an Example:**
 - Dr. Spock joined Idaho State in July of 2021 as a tenure track faculty member. When would he be eligible to be considered for promotion to associate professor with tenure?



Idaho State
University

Years

Year 1: July 2021 – June 2022

Year 2: July 2022 – June 2023

Year 3: July 2023 – June 2024

Year 4: July 2024 – June 2025

Year 5: July 2025 – June 2026

Year 6: July 2026 – June 2027

Year 7: July 2027 – June 2028

ROAR



Idaho State
University

Years

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ROAR



Third-Year Reviews

- **All tenure-track faculty must undergo a mandatory third-year review**
 - Outlined in **ISUPP 4020**: Tenure and Promotion
 - 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

“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



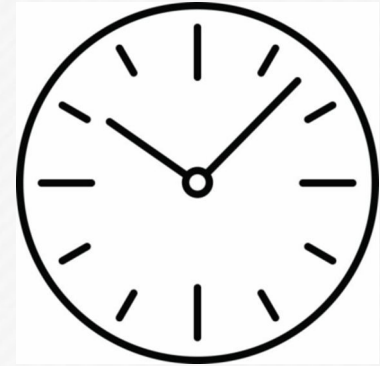
Promotion without Tenure Eligibility

and Timeline



Eligibility

- According to **ISUPP 4020**:
 - “A continuing non-tenure track Faculty member is eligible to be evaluated for promotion according to the guidelines set by the unit/department and college/school/division”
 - Faculty member is eligible to be evaluated for promotion ***during the fourth year*** in rank.





Timeline Questions

- **Let's Look at an Example:**
 - Ramona Quimby joined Idaho State in July of 2021 as a non-tenure track faculty member.
 - When would she be eligible for promotion?



Idaho State
University

Years

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ROAR

Let's Pause for Questions



Process



ISU Academic Affairs Website

isu.edu/academicaffairs/faculty-support/promotion--tenure

Step One:

Notify your Department Chair



- In spring prior to application year, candidates notify department chair of their intent to go up for promotion and/or tenure in the fall (letter or email)

- External Review for Tenure-Track Faculty
 - ◆ provide 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

Step Two: *Prepare Documentation*

- 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)

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 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) may 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 Reviews:

Tenure-Track Faculty ONLY

- 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 Level

- **College-level committee may also be organized to review materials and make recommendation to dean**
- **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**



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 or Vice Provost 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

Let's Pause for Questions



Criteria for Consideration

Teaching
Scholarship/Research/Creative
Activity
Service



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/Scholarship/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/Scholarship/Creative Activity

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



Service

- **Service to the Discipline**
 - Offices held in professional organizations
 - Editorial boards, review panels, peer-reviewer, etc.
- **Service to the University**
 - University, division, college, 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



Possible Additional Criteria

Different departments may have additional criteria for P&T consideration

- **For example in the CoT, additional criteria may be considered, including:**
 - Rankings on annual performance reviews
 - Possession of an Advanced Occupational Specialist Certificate from the Idaho Division of CTE
 - Possession of education credentials, in some cases above and beyond what is required for hire

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

Let's End With Questions

