

College of Health Professions

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Policy and Procedure for Promotion of
Clinical Track Faculty

1. Introduction

Section I. A. of the Kasiska Division of Health Sciences (KDHS) policies and procedures for promotion of clinical track faculty recommend that individual programs/departments/schools/colleges have written guidelines for the promotion process.

This policy and procedure provides direction on program/department and college-level promotion activities that precede the submittal of promotion documentation to the KDHS Vice President.

Details on positions designated as clinical faculty, Promotion of Non-Tenure-Track Faculty and definitions of key terms are provided in ISUPP 4020.

Of note, per section V.A.2 of ISUPP 4020, promotion of clinical faculty to each higher rank requires completion of a minimum of three (3) full years of service to Idaho State University at the current rank. Review for promotion may occur no earlier than during the person's fourth academic year in the current rank.

2. Policy

Clinical track faculty in the College of Health Professions (CHP) are expected to comply with the clinical track promotion policies, procedures, and standards for faculty put forth by the Idaho State University (ISU) office of Academic Affairs and KDHS, including:

- A. ISU policy and procedure for promotion and tenure
<https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/AA-Promotion-and-Tenure-4020.pdf>
- B. KDHS policy and procedure for promotion of clinical track faculty
<https://www.isu.edu/healthsciences/for-faculty-and-staff/>
- C. CHP policy and procedure for promotion of clinical track faculty.

3. Procedures

The promotion process for faculty in programs/departments within the CHP is as follows:

A. Committee membership

1. Program /Departmental:
 - a. Each program/department will convene its own committee to review applications for promotion.
 - i. Program is defined as smaller entity within CHP structure (e.g. Radiographic Science, Medical Lab Science) as designated by the University and led by a Program Director. This is not referring to an outside professional accreditation requirement of director unless it is the same person. A Department is defined as a larger entity within

the CHP structure as designated by the University and led by a Department Chair.

- b The promotion committees may be comprised of clinical, tenure track, and tenured faculty members of the program/department/college at 0.5 FTE or greater based upon program/department promotion and/or promotion and tenure guidelines.
- c A committee chair will be selected through consultation between the candidate, committee members, and program director/department chair. (In the case where a program director/department chair is the candidate, the CHP dean will consult with the candidate for committee chair selection and will more than likely be chosen from outside of the candidate's department). Ideally, the committee chair will be a clinical faculty member. The committee chair will be responsible for leading the committee's review process and providing a recommendation to the program director/department chair or dean on behalf of the committee.
- d If fewer than five committee members are available from the program/department, the committee chair will request from the candidate a list of potential committee members from within the KDHS.
- e An ISU learner (defined as student, resident, intern, etc.) representative must be included as well as a faculty member from outside the Program/Department but within the University. Potential names for both learner and outside faculty members will be submitted to the committee chair from the candidate for recruitment. Typically, the program director/department chair will not be a member of this committee unless required for representation by small programs/departments/schools.
- f At least two members of the committee need to be of the same faculty classification as the candidate (e.g., clinical faculty).

2. CHP

- a A CHP Promotion Review Committee (PRC) will be convened to review portfolios progressing to the College level.
- b Members of the CHP PRC will be comprised of the following:
 - i Programs/Departments with five (5) or more faculty members who are 0.5 FTE or greater will have one (1) faculty member serve.
 - ii Programs/Departments with fewer than five (5) faculty members who are 0.5 FTE or greater have the option to: (1) have a member, or (2) share a member with other small (less than 5 faculty) programs/departments. First preference is for the PRC representative to be clinical track.
 - iii When a program/department has someone applying for promotion, there will be a representative on the PRC committee from that discipline to answer discipline-specific questions (e.g., program/department promotion & tenure committee chair or other faculty member as suggested by the candidate). This representative may be clinical or tenure track, and will be non-voting unless they are a current member of the PRC committee.
 - iv The minimum number of PRC members will be six (6).

- c The Chair of the CHP PRC will be elected by the committee on an annual basis. Ideally, the chair will be the same faculty classification as the candidate (e.g., clinical faculty).

B. Review and recommendation process

1. All documents pertaining to the candidate's promotion, such as letters from each level of review, will be included in the candidate's electronic file and made available to the next level of review.
2. Under the direction of the program/department committee chair, the committee will convene to review and make recommendations to the program director/department chair for promotion to include a narrative and ballot results.
 - a The ISU, KDHS, CHP and program director/department chair policies and procedures for review process for clinical faculty classification will be followed for review of the candidate by the committee.
3. The program director/department chair will review the committee's recommendation, make an independent recommendation, and forward his/her recommendation to the CHP PRC.
4. After reviewing the recommendations of the committee and program director/department chair, the CHP PRC will forward their recommendations on to the CHP Dean to include a narrative and ballot results.
5. After reviewing the recommendations of the committee and program director/department chair, and the CHP PRC, the Dean will forward his/her own recommendation(s) to the KDHS VPHS.
6. After each level of review: program/department committee, program director/ department chair, CHP PRC, CHP Dean, and KDHS VPHS —the candidate will be given five working days to review the recommendation and respond before the recommendation is sent to the next level. The candidate's response will be included in the review materials.

Adopted October, 2019

CHP Clinical Promotion Review Timeline

Action	Approximate Due Dates*
1. It is in the candidate's best interest to inform department/program (unit) chair or director of intent to initiate action on promotion and/or tenure for the upcoming academic year.	1 st week of May
2. Candidate provides list of potential external reviewers to unit chair/director.	2 nd week of May
3. Unit chair/director contacts and confirms external review members.	1 st week of Sep
4. Unit chair/director organizes review committee and ensures appropriate committee representation and chairmanship.	1 st week of Oct
5. Candidate submits materials to review committee. (<i>Two week review</i>)	1 st week of Oct
6. Committee reviews & submits recommendation (with copy to candidate) to unit chair/director.	3 rd week of Oct
7. Candidate is given five (5) working days to provide response to the committee's recommendation.	4 th week of Oct
8. Chair/director reviews material, including recommendation and responses, and submits recommendation (with copy to candidate) to the CHP Promotion and Tenure Review Committee (PTRC) (<i>Two week review</i>)	2 nd week of Nov
9. Candidate is given five (5) working days to provide response to the chair/director's recommendation.	3 rd week of Nov
10. PTRC reviews materials, recommendations and responses, and submits recommendation (with copy to candidate) to CHP Dean. Dean provides review and submits recommendation (with copy to candidate) to the VPHS. (<i>one week review</i>)	4 th week of Nov
11. Candidate is given five (5) working days to provide response to the above.	1 st week of Dec

*Specific dates will be confirmed and communicated to CHP faculty no later than eight (8) weeks prior to materials beginning due to the Vice President of Health Sciences.