

**College of Health Professions**

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Policy and Procedure for Tenure (academic) and/or Promotion of  
Tenure Track Faculty

**1. Introduction**

Section I.B. of the Kasiska Division of Health Sciences (KDHS) policies and procedures for tenure and promotion of tenure track faculty recommend that individual program/department/school/colleges have written guidelines for the tenure and/or promotion process.

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

**2. Policy**

Tenure track faculty in the College of Health Professions (CHP) are expected to comply with the tenure and 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 tenure and promotion of tenure track faculty  
(<https://www.isu.edu/media/libraries/division-of-health-sciences/kasiska-news/DHS-Tenure-and-Promotion-Adopted.pdf>)
- C. CHP policy and procedure for tenure and/or promotion of tenure track faculty.

**3. Procedures**

The promotion and tenure 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 tenure and/or 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 tenure and/or promotion committees may be comprised of tenured, tenure track, research, and clinical faculty members of the

program/department/college at 0.5 FTE or greater based upon program/department promotion and tenure guidelines.

- c A committee chair will be selected through consultation between the candidate, committee members, and program director/department chair. The committee chair will be responsible for leading the committee's review process and providing a recommendation to the program director/department chair 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 student representative must be included as well as a faculty member from outside the CHP but within the University. Potential names for both student and outside faculty members will also 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.
- f At least one member of the committee needs to be of the same faculty classification as the candidate (e.g. Tenure track, clinical faculty, research).

## 2. CHP

- a A CHP Promotion and Tenure Review Committee (PTRC) will be convened to review portfolios progressing to the College level.
- b Members of the CHP PTRC will be comprised of the following:
  - i Programs/departments with five (5) or more faculty members (tenured or non-tenured) who are 0.5 FTE or greater will have one (1) faculty member serve on the committee for a 1 year, repeatable term. First preference is for the PTRC representative to be tenure-track or tenured-track.
  - ii Programs/departments with fewer than five (5) faculty members (tenured or non-tenured) 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 PTRC representative to be tenure-track or tenured-track.
  - iii When a program/department, which is not currently represented on the PTRC, has someone going up for tenure and/or promotion status, there will be a representative on the PTRC committee, chosen by the department committee, from that discipline to answer discipline-specific. This representative may be tenure-track or non-tenure track, and will be non-voting unless they are a current member of the PTRC committee.
  - iv The minimum number of PTRC members will be six (6).
- c The Chair of the CHP PTRC will be elected by the committee on an annual basis.

B. Review and recommendation process

1. All documents pertaining to the candidate's promotion and/or tenure, 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 tenure and/or promotion to include a narrative and ballot results.
  - a The ISU, KDHS, CHP and program/department policies and procedures for review process for faculty classification (tenure track, clinical, research) 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 PTRC.
4. After reviewing the recommendations of the committee and department chair, the CHP PTRC 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 department chair, and the CHP PTRC, 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 PTRC, 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.

## CHP Promotion and Tenure Review Timeline

Action Due Dates*	Approximate
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 <sup>st</sup> week of May
2. Candidate provides list of potential external reviewers to unit chair/director.	2 <sup>nd</sup> week of May
3. Unit chair/director contacts and confirms external review members.	1 <sup>st</sup> week of Sep
4. Unit chair/director organizes review committee and ensures appropriate committee representation and chairmanship.	1 <sup>st</sup> week of Oct
5. Candidate submits materials to review committee. ( <i>Two week review</i> )	1 <sup>st</sup> week of Oct
6. Committee reviews & submits recommendation (with copy to candidate) to unit chair/director.	3 <sup>rd</sup> week of Oct
7. Candidate is given five (5) working days to provide response to the committee's recommendation.	4 <sup>th</sup> 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 <sup>nd</sup> week of Nov
9. Candidate is given five (5) working days to provide response to the chair/director's recommendation.	3 <sup>rd</sup> 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 <sup>th</sup> week of Nov
11. Candidate is given five (5) working days to provide response to the above.	1 <sup>st</sup> 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.