The committee will comprise 5 or 6 members including 1 faculty member from outside the Department of Biological Sciences and 1 departmental doctoral candidate who does not have the candidate on their committee.

For promotion to Professor, the majority of members of the committee must hold the rank of Professor. If the promotion is to Associate Professor, the majority of members of the committee must hold the rank of Associate Professor or Professor.

The candidate recommends
- 2 names of faculty members at ISU but outside the Department of Biological Sciences, and
- 4 names of faculty members from the Department of Biological Sciences.

The department chair selects
- 1 of the recommended non-departmental faculty members,
- at least 2 of the recommended departmental faculty members, and
- the remaining committee members, including the doctoral student.

The department chair or candidate may initiate negotiations if the composition of the committee seems unacceptable; the dean will be the final arbiter of any disputes.

The committee will select a chair from within their group. The chair must be a tenured departmental faculty member. The committee is charged with evaluating the candidate’s performance in research, service, and teaching as documented in the seminar and notebook provided by the candidate along with written evaluations obtained from intramural and extramural reviewers.

The committee will develop a written report of evaluation, consistent with the Tenure and Promotion Guidelines of the College of Science & Engineering (CoSE) and the Promotion and Tenure Guidelines for The Department of Biological Sciences.

PROMOTION AND TENURE GUIDELINES
FOR THE DEPARTMENT OF BIOLOGICAL SCIENCES
(Draft of New Material by the Promotion and Tenure Committee, Fall 2009)

The guidelines for evaluation of faculty for promotion and tenure for the Department of Biological Sciences shall be in agreement with the current guidelines of CoSE. Faculty are to be evaluated in the areas of research, service, and teaching. In keeping with current guidelines for CoSE, faculty performance is to be deemed unsatisfactory, satisfactory, or superior. The department defines superior performance as excellence in respective areas and is not a comparison among faculty, per se. The original letter-of-offer from the candidate’s hiring might also set additional specific standards for tenure and promotion.

Materials for evaluation (see below) will be provided by the faculty candidate to the chair of the department or committee by Monday of the second week of classes during fall semester. Faculty participation is required for the development and retention of faculty and growth of the department as a whole. All faculty eligible to vote on
matters of tenure or promotion are expected to participate, provide input, and vote at all possible steps of the process, except with permission of the chair.

3rd-year Evaluation

Normally, all un-tenured faculty and those holding the rank of Assistant Professor in the Department of Biological Sciences will undergo a 3rd-year evaluation. The purpose of this evaluation is to 1) assess progress toward tenure and promotion as applicable, and 2) provide feedback to the faculty member, including a remediation plan, if necessary. The evaluation will be identical to procedures for an annual evaluation, except that 1) the curriculum vitae will have the last two years of activities highlighted, 2) the self-evaluation will span the same period of performance and describe the perceived progress toward promotion and/or tenure, and 3) An ad-hoc sub-committee of at least two tenured faculty members (drawn from the Promotion & Evaluation committee or other faculty members as needed) will be assigned to each PPR to be completed in a given year. Any disagreements over committee membership will be resolved by the dean of CoSE. The final report, including constructive feedback and possible remediation, will be signed by the committee, forwarded to the chair and faculty member for signature and approval, and ultimately forwarded to the dean. All other procedures will be identical to an annual evaluation as required by CoSE.

Criteria for Promotion to Associate Professor

In accordance with university policy, tenure-track faculty members may apply for tenure during their fifth or sixth full academic year at ISU. The faculty member will decide whether to apply in the fifth or sixth year and will inform the chair of the department of this decision by the end of the spring semester before the fifth year.

The rank of Associate Professor normally requires:

1. A terminal degree in the field of appointment or a closely related one. A record of effective formal classroom teaching by the faculty candidate including course or curriculum design, and the successful mentoring of graduate students;

2. A record of sustained and productive scholarly activity, including presentations, publications in the peer-reviewed literature and external grants; and

3. Evidence of effective service to the University and professional community.

Criteria for Promotion to Professor

In addition to the requirements for Associate Professor, the rank of Professor normally requires:

1. A sustained and productive program of scholarly activity, professional activities, with achievements, including grants and publications, which are of sufficient significance to be recognized for their merit nationally and internationally;

2. A record of high-quality formal classroom teaching by the faculty candidate;

3. A record of mentoring graduate students to the successful completion of their degrees and the publication of their research in the peer-reviewed literature and

4. A record of significant participation in department, college, and university affairs, and professional service.

To aid faculty candidates and members of evaluation committees in defining standards and expectations for
tenure and promotion, historical records of faculty performance up to and through the ranks of Associate Professor and Professor are kept in the university online Talent Management system or by the department. Examples of faculty work load, teaching evaluations, graduate students, publications, funding levels, presentations, and or professional service will be available. Measures of sustained performance in research, teaching, and service will also be highlighted.

Assistant and Research Assistant Professors

Faculty holding Research Professor positions are eligible for promotion and may be eligible for tenure. All faculty are expected to perform duties in each of the three areas: research, teaching, and service. Departmental evaluation is based on the candidate’s performance in these areas. For tenure and/or promotion to any rank, the candidate must provide at least satisfactory performance in all three areas. In addition, Assistant Professors must demonstrate superior performance in at least one of the three areas, while the Research Assistant Professor must deliver superior performance in research. For promotion to Full Professor or Research Full Professor, candidates must demonstrate outstanding performance in at least two of the three areas; for Research Associate Professors, research must be one of these areas. The department defines superior performance as excellence in respective areas and is not a comparison among faculty, per se. The original letter-of-offer from the candidate’s hiring might also set additional specific standards for tenure and promotion.
PROCEDURES FOR EVALUATION BY THE COMMITTEE AND DEPARTMENTAL FACULTY

The committee will obtain written evaluations of the candidate from intramural and extramural reviewers. As required by the University, the candidate must provide a list of at least seven potential extramural reviewers at by early summer prior to the fall in which they will apply for tenure. The promotion and/or tenure application will include a minimum of three (3) letters (but no more than six (6)) from reviewers who are expert in the individual's field or a related scholarly field.

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

1. Candidates will submit documentation for evaluation of performance.

   Evaluation of performance will be based on documentation organized into a notebook that will include, but is not limited to:

   1. Initial job offer letter
   2. Curriculum vitae
   3. Annual departmental evaluations
   4. Annual load and staffing forms
   5. 3rd-year evaluation
   6. Self-evaluations of research, teaching, and service
   7. Course syllabi and assignments
   8. Student evaluations and mentoring

   These documents will be made available to the faculty in a secure place of common access by mid-September. All faculty of the department eligible for voting on tenure and promotion are expected to evaluate the individual's notebook and seminar.

2. Seminar. All candidates for tenure or promotion must present a seminar as part of the evaluation process. The seminar must address the candidate's past performance and future agenda in research, service, and teaching. This seminar must be given in the same semester as the rest of the departmental evaluation process. The committee will solicit written evaluation of the candidate's seminar and notebook from departmental faculty, which is due within one week of the seminar.

3. The committee will present a summary of their evaluation to the faculty.

4. The department chair will then poll each faculty member in the department by confidential ballot for a vote to approve or not approve recommending tenure and/or promotion.

5. The committee will write a recommendation, no longer than 10 pages, to the department chair and to CoSE describing the committee's recommendation and the results of the faculty poll. Detailed justification will be given when the committee's recommendation is different than the outcome of the faculty poll.

6. The results of the committee's deliberations will be made available to the candidate and he/she will have the opportunity to meet with the committee, prior to submission of the report to the dean, if desired.
PROCEDURES FOR ACQUIRING NON-DEPARTMENTAL AND STUDENT EVALUATIONS

1. Evaluations by expert intramural and extramural faculty
   a. The candidate will provide a list of at least 3 ISU and at least 7 non-ISU faculty; the committee is given the right to request information from a larger number of outside people. A minimum of 3 evaluations completed by non-ISU faculty, but not more than 6, is required by ISU policy (https://www.isu.edu/media/libraries/isu-policies-and-procedures/academic-affairs/Promotion-and-Tenure-ISUPP-4020.pdf). Reviewers will be provided:
      1) Candidates curriculum vitae
      2) Representative publications
      3) Candidates written self-evaluations for research, service, and teaching
      4) Letter of request for evaluation and a brief summary of guidelines. An example of this letter is:

      Dr.
      Department of

      Dear Dr. ________.

      Dr. ______ is being considered for tenure and for promotion to Associate Professor by our department. Candidates are evaluated with respect to research, service, and teaching. In such matters, our department seeks input from outside reviewers. I am writing to solicit your comments concerning Dr. ______’s research, service, and/or teaching as you are able. Enclosed is a summary of our guidelines to aid you in your evaluation. While not all outside reviewers will be familiar with a candidate in all three areas, we ask that you provide input to the extent you feel comfortable. A copy of Dr. ______’s curriculum vitae is also enclosed.

      We would appreciate your candid, critical evaluation. The committee may quote or paraphrase portions of your Letter in its report, but your identity will be kept confidential. However, your letter will become a permanent part of Dr. ______’s tenure/promotion review file.

      Thank you for your assistance. We would like to receive your comments by ______. If you are unable to respond, please send a note to that effect or call me at ______.

      Sincerely,
2. Evaluations from current and former students
   a. The student member of the committee will contact current and former graduate and undergraduate students for candid evaluations via questionnaire.
   b. A standard questionnaire from the Department of Biological Sciences will be used by the committee.
   c. All student input will be anonymous.
   d. All data will be available to the members of the committee. The data will be summarized and included in the committee's report.