

2023

College of Technology Promotion Policy and Procedures for Clinical Faculty

COT Rank and Promotion Committee

4/7/23

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I. Introduction

A. Standards and Evaluation Criteria

1. *College of Technology Years of Service*: Candidates are required to complete 3 academic years of service in their current rank within the College of Technology (COT) to be eligible to apply for Rank and Promotion. Candidates must submit a minimum of 3 academic years' worth of materials in defense of their service and achievements. Materials older than 3 academic years may be submitted if the items have not been previously submitted.

2. *Standards and Evaluation Criteria*: Standards and Evaluation Criteria are used to operationally define the qualifications expected for appointment or promotion of clinical faculty in the COT. These standards are to be used in conjunction with the Idaho State University Policies and Procedures; Academic Affairs, Promotion and Tenure. All promotion guidelines within the COT must be consistent with these general ISU guidelines.

These standards and criteria will aid the Candidates in preparing supportive materials to demonstrate that they meet the standards in their past performances in teaching, professional service, and creative scholarly activity. A Candidate will be expected to meet or exceed the standards and criteria in all areas of a particular rank before promotion to that rank is recommended. It is expected that the applicant demonstrates a consistent performance and participation over the evaluation period in question. Additionally, these guidelines will promote consistent application of evaluation procedures during consideration of all Candidates for promotion. Recommendations relative to promotion must include, but are not restricted to, consideration of the standards and criteria listed below in Sections II, III, and IV of this document.

1. *Narrative Criteria*: It is expected that Candidates will provide a narrative for any illustrations, media, or portfolio components requiring explanation. Sufficient to explain to someone outside of the field or discipline.

2. *Clinical Promotion Pathway*: Clinical faculty at Idaho State University (ISU) hold non-tenure track positions. Clinical faculty positions at ISU are found in programs offering degrees in the health, education, and career-technical professions. While they may not hold advanced degrees, all clinical faculty at the College of Technology hold required professional certifications, or equivalents issued by the Idaho Division of Career and Technical Education (CTE). Their primary role is to teach, though some COT clinical faculty also provide additional technical services in their workshops and laboratories. Clinical faculty are contracted ISU employees who hold all the rights and responsibilities associated with faculty

status. While clinical faculty are not eligible for tenure status, they may progress in faculty rank. Progression in rank is dependent on accomplishments in teaching, service, creative and scholarly activity and leadership. Also, Candidates must show a consistent rigor, performance, and participation in the evaluation period.

B. Teaching and Competence in the Field

1. *Effective Teaching*: An essential component for promotion is the ability to teach effectively. Some elements for assessing teaching effectiveness are addressed in Section III, Evaluation Criteria, of this document. Teaching effectiveness also implies a level of competence in the field which is addressed in Section III of this document.

C. Professional Service

1. *University Service*: Service on university committees as well as other related university service are also a consideration for promotion. The quality and variety of service should be considered when evaluating a Candidate's accomplishments in this area (refer to Section III).

2. *Community Service*: The scope of the university's and college's activities and nature of career and technical education makes it necessary for faculty to engage in many activities outside traditional university functions. Community service could include aspects of extramural service to schools, industry, and local organizations that are professionally related (refer to Section III).

D. Creative and Scholarly Activity

1. *Scholarly Attainments*: All members of the faculty should demonstrate scholarly ability and attainments. Their qualifications shall be evaluated on the quality of work, range and variety of the intellectual interests, and ongoing contribution to clinical practice and training setting (refer to Section III).

E. Intellectual, Clinical, Administrative, and Professional Leadership

1. *Significant Contributions*: Faculty applying for the rank of Clinical Professor are expected to demonstrate significant contributions in terms of leadership at the program, department, college, and/or university level (refer to Section III).

F. Participation in the Rank and Promotion Committee Process

1. *Committee Participation:* It is expected that all COT faculty members who hold, and/or are applying for Rank and Promotion (R&P) will serve as ad hoc members of promotion review subcommittees established through the Rank and Promotion Committee of the College Executive Committee. Faculty will be systematically rotated through the R&P committee pool. Active participation in the R&P committee is mandatory if faculty members wish to be considered for future promotions. Accommodations will be offered on a case by case basis for individuals with excessive workload responsibilities.

II. Standards and Requirements for Promotion in Clinical Rank

According to ISU Policy 4050, “the policies herein do not apply to Adjunct, Affiliate, or Visiting faculty.”

A. Clinical Promotion Pathway CTE Certifications, or Equivalent Requirements

1. *Career and Technical Education and Degree Requirements:* All clinical rank promotion levels require an Advanced CTE Certification, or equivalent. Clinical Assistant and Clinical Associate Professor levels have a minimum degree requirement of a Bachelor’s Degree. The minimum degree requirement for the Clinical Professor rank is a Master’s.

B. Clinical Instructors Time in Rank

1. *Clinical Instructor Promotional Clock:* The Rank and Promotion 3-year minimum time in rank starts for Clinical Instructors when hired on as benefited faculty or from the last awarded rank and promotion. To apply for Clinical Senior Instructor faculty must meet the following.

C. Clinical Senior Instructor (Advanced CTE Certification, or Equivalent)

1. *Academic, Performance, and Length of Service Requirements*
 - a. Candidates must possess a CTE Advanced Occupational Specialist Certificate prior to advancement to this rank. The faculty member is eligible to apply for promotion during the fourth year in rank as a Clinical Instructor (ISU Policy 4050).
 - b. Good scholarship (such as grades of courses taken for Advanced Certifications, or equivalent) as reflected by academic record.
 - c. Where required, the candidate shall maintain appropriate certifications, or equivalent, licensure, or registration in field of clinical instruction.
 - d. Candidates are required to have a minimum of one “Above Expectations” or “Exceptional” on all Annual/Performance Evaluations with the rest rated at least

“Meets Expectations” over the last 3 academic years.

2. Teaching and Competence in the Field

- a. Demonstrated competence in the field, an interest in, and capacity for teaching.
- b. Evidence of pedagogical and academic leadership (ISU Policy 4050).

3. Professional Service

- a. Demonstrated interest in the welfare of the institutions of higher learning.
- b. Demonstrated interest in the welfare of the career-technical professions.

4. Creative Scholarly Activity

- a. Evidence of ongoing creative scholarly activity.
- b. Activity is demonstrated by 2 of the previous 3 years completed in the Creative and Scholarly section.

D. Clinical Assistant Professor (Advanced CTE Certifications, or Equivalent)

1. Academic, Performance, and Length of Service Requirements

- a. Minimum of Bachelor’s degree held in field and/or related profession.
- b. Candidates must possess a CTE Advanced Occupational Specialist Certificate issued by the State of Idaho.
- c. Where required, the candidate shall maintain appropriate certifications, or equivalent, licensure, or registration in field of clinical instruction.
- d. Good scholarship as reflected by academic record. Transcripts of current work may be evaluated.
- e. The faculty member is eligible to apply for promotion during the fourth year in rank as a Clinical Senior Instructor (ISU Policy 4050).
- f. Candidates are required to have a minimum of two (2) “Above Expectations” or “Exceptional” or a combination thereof on Annual/Performance Evaluations, with the other(s) rated a minimum of “Meets Expectations” over the last 3 academic years.

2. Teaching and Competence in the Field

- a. Demonstrated competence in the field.
- b. Demonstrated interest and capacity for teaching.

3. Professional Service

- a. Demonstrated interest in the welfare of the institutions of higher learning.
- b. Demonstrated interest in the welfare of the career and technical professions.

4. Creative Scholarly Activity

- a. Evidence of ongoing creative scholarly activity.
- b. Activity is demonstrated by 2 of the previous 3 years having at least 3 different categories

completed in the Creative and Scholarly section.

E. Clinical Associate Professor (Advanced CTE Certification, or Equivalent)

1. Academic, Performance, and Length of Service Requirements

- a. Minimum of Bachelor's degree in field or related profession.
- b. Candidates must possess a CTE Advanced Occupational Specialist Certificate (or higher) issued by the State of Idaho.
- c. Where required, the candidate shall maintain appropriate certifications, or equivalent/licensure/registration in field of clinical instruction.
- d. Good scholarship as reflected by academic record. Transcripts of current work may be evaluated.
- e. The faculty member is eligible to apply for promotion during the fourth year in rank as a Clinical Assistant Professor (ISU Policy 4050).
- f. Candidates are required to have a minimum of two (2) "Above Expectations" or "Exceptional" or a combination thereof on Annual/Performance Evaluations, with the other(s) rated at a minimum of "Meets Expectations" over the last 3 academic years.

2. Teaching and Competence in the Field

- a. Demonstrated competence in the field.
- b. Demonstrated interest in and capacity for teaching.

3. Professional Service

- a. Demonstrated interest in the welfare of the institutions of higher learning.
- b. Demonstrated interest in the welfare of the career-technical professions and/or volunteer work in the community.

4. Creative Scholarly Activity

- a. Evidence of ongoing creative scholarly activity.
- b. Activity is demonstrated by 2 of the previous 3 years having at least 3 different categories completed in the Creative and Scholarly section.

F. Clinical Professor (Advanced CTE Certifications, or Equivalent)

1. Academic, Performance, and Length of Service Requirements

- a. Minimum of a Master's degree in field or related profession.
- b. Candidates must possess a CTE Advanced Occupational Specialist Certificate (or higher) issued by the State of Idaho.
- c. Where required, the applicant shall maintain appropriate certifications, or

equivalent/licensure/registration in field of clinical instruction.

d. Good scholarship as reflected by academic record. Transcripts of current graduate or post-graduate work may be evaluated.

e. The faculty member is eligible to apply for promotion during the fourth year in rank as a Clinical Associate Professor (ISU Policy 4050).

f. Candidates are required to have a minimum of two (2) “Above Expectations” or “Exceptional” or a combination thereof on Annual/Performance Evaluations, with the other(s) rated a minimum of “Meets Expectations” over the last 3 academic years.

2. Teaching and Competence in the Field

a. Demonstrated competence in the field.

b. Demonstrated interest in and capacity for teaching.

3. Professional Service

a. Demonstrated interest in the welfare of the institutions of higher learning.

b. Demonstrated interest in the welfare of the career-technical professions and/or volunteer work in the community.

4. Creative Scholarly Activity

a. Evidence of ongoing creative scholarly activity.

b. Activity is demonstrated by 2 of the previous 3 years having at least 3 different categories completed in the Creative and Scholarly section.

5. Intellectual and Clinical Leadership

a. Evidence of intellectual, pedagogical, and academic leadership as defined by the Candidate’s individual program and the criteria listed in Section III.

III. Evaluation Criteria

A. Standards and Burden of Proof

1. *Burden of Proof*: The Evaluation Criteria will be applied to the Standards for Promotion in Clinical Rank (Section II). Only those criteria that apply to the promotional rank being considered will be utilized in the review. Prior to promotion, the burden of proving worth rests with the Candidate. The Candidate must demonstrate their experience related to the criteria listed in this document in the form of an online portfolio, as outlined in Appendix A of this document.

B. Promotional Consideration

1. *Rigor*: Consideration for promotion is based on consistent participation, improvement, and rigor, as determined by the promotion level in which the Candidate is applying. The specific details and content for completion of the portfolio are outlined in the Box Portfolio Guidelines and Box Portfolio Folder Flow Chart, Appendix A and B respectively. These forms outline the specific elements that must be documented in the portfolio review.

C. Academic and Length of Service Requirements

1. *Required Degree*: As a chief academic officer of the university, the Dean will have ensured that the Candidate's education and/or degree obtained is the degree required for certifications, or equivalent/licensure/registration in the field and/or profession.

2. *Good Scholarship*: As reflected in academic record, transcripts of current work might be evaluated. Additionally, any other documentation reflecting good scholarship intended for review by the CEC may be considered.

3. *Length of Service Requirements*: Three (3) completed academic years of teaching experience at the Candidate's current rank at the COT is required prior to applying for Rank and Promotion. The Candidate is eligible to apply for promotion in their fourth year in rank as per ISU policy 4050.

4. *Promotion Special Request*: Any special requests regarding promotion, which includes time in rank, must be approved by the applicant's Department Chair, College Dean, and University Provost. Such a request must be accompanied by evidence to warrant such a deviation. According to ISU Policy 4050, "Persons who have made substantial contributions to their fields of specialization or who have demonstrated exceptional scholarship and competence or appropriate creative accomplishment of recognized outstanding quality may be appointed to faculty rank without satisfying established University criteria for initial appointment or promotion, provided that the qualifications of such individuals have been reviewed in accordance with University procedures and the appointment is recommended by the President."

D. Teaching and Competence in the Field

1. *Demonstrated Competence*: As per the *Idaho State University College of Technology Faculty Professional Duties and Responsibilities* document (Section A), part of a faculty's compensated contractual duties includes teaching and competence in the assigned field of

instruction. Evidence of ongoing excellence in the provision of instructional activity will be expected to be articulated in the applicant's online portfolio. Demonstrated competence in the field may be articulated by, but is not limited to, the following examples:

- a. Annual faculty performance evaluations for the past three academic years being considered.
- b. Summary of actual student course evaluations of the faculty member for the academic years being considered for all courses taught.
- c. Feedback from tenured, non-tenured faculty and administrators from within and outside the program when appropriate. This can include informal and formal letters.
- d. Evidence of honors and/or awards.
- e. Significant administrative and/or teaching assignments within and outside the program (professional consulting or practice could also be considered); evidence through support letters or evaluation mechanisms could be provided.
- f. Examples of any work demonstrating competence in the field.
- g. Evidence of workshops or teaching conducted in a community setting.
- h. Evidence of industry expertise and competence.
- i. Peer evaluations (classroom observations).

E. Professional Service

1. *Professional Service*: As per the *Idaho State University College of Technology Faculty Professional Duties and Responsibilities* document (Section B.4), part of a faculty's compensated contractual duties includes "[s]erve on Department, College and University committees/boards and/or participate in other professional service activities including co-curricular activities such as student organizations." Evidence of ongoing creative scholarly activity and/or program development will be expected to be articulated in the applicant's portfolio. There are a variety of activities that constitute professional service for clinical faculty. The activities listed below are not meant to be all inclusive. Applicants should work with their department chairs to determine how these activities fit into faculty workloads. Professional service activities include, but are not limited to:

- a. Demonstrated interest in the welfare of institutions of higher learning by evidence of:
 - 1) Department, unit, division, or university committee assignments with committee status (member, chairperson, secretary, subcommittee) and performance.
 - 2) Related volunteer service in the Candidate's area of expertise.
 - 3) Pertinent consulting activity.

- 4) Pertinent community service relating to the interest of the university.
- b. Demonstrated interest in the welfare of the career-technical professions by evidence of:
 - 5) Involvement in professional associations.
 - 6) Coordination of community service projects related to the Candidates' career and technical profession.
 - 7) Volunteer service (presentation and participation) in community projects.
 - 8) Voluntary or mandated clinical practice in respective field.

F. Creative Scholarly Activity

1. *Creative and Scholarly Activity*: As per the *Idaho State University College of Technology Faculty Professional Duties and Responsibilities* document (Section B.4), part of a faculty's compensated contractual duties include "[e]ngage in research/scholarship/creative activity or program development activities as appropriate to one's assigned workload." Evidence of ongoing creative scholarly activity and/or program development will be expected to be articulated in the applicant's online portfolio. There are a variety of activities that constitute creative scholarly activity for the clinical faculty. The activities listed below are not meant to be all inclusive. Applicants should work with their department chairs to determine how these activities fit into faculty workloads. Because of the workloads assigned to COT faculty, the quantity and scope of creative activities and/or program development activities are less than those expected of academic tenure track faculty. In the College of Technology, creative and scholarly activity should primarily be evidenced by participation in external professional activities intended to retain industry relevance, trends, and standards. Other relevant creative scholarly activities can include, but are not limited to:

- a. Formal program development or curriculum design, development, and/or innovations that result in UCC proposals, with the exception of minor catalog changes.
- b. Scholarship of teaching and learning: Examples of scholarship would require the identification of a problem within your course, curriculum, or program which leads to an experimental treatment, practice, or instructional design which can be displayed or disseminated at the college level or higher.
- c. Development of significant instructional materials or resources (especially if copyrighted).
- d. Involvement with the University Office of Assessment to implement assessment processes around a course or program.
- e. Ongoing media or marketing activities that enhance the reputation and identity of COT programs

and departments, COT, and/or CTE.

f. Participation in peer review activities.

g. Grant activities.

h. Publication in industry professional media, e.g. periodicals, online, and other formats.

i. Oral presentations at a professional meeting.

j. Scholarship of CTE: Career and Technical practices, discoveries, or innovations within a course, curriculum, or program which leads to a treatment, practice, or process which can be displayed or disseminated at the college level or higher.

k. Description of participation in national/regional industry-related advisory councils/associations and/or related activities such as workshops, conferences (offices held, special interest/working groups, committees, etc.).

l. Documentation of back-to-industry activities.

m. Documentation of professional development activities that contribute to curriculum and/or program development or college-industry relationships.

G. Intellectual, Clinical, Administrative, and Professional Leadership

1. *Leadership Examples*: Evidence of leadership as defined by criteria required by the Candidate's individual program. This can be obtained by the following examples:

a. assistance in development of peers, other faculty members, and/or administrators.

b. Administrative assignments and/or positions (e.g., program or faculty coordinator).

c. Special appointments (e.g., special task forces, committee assignments or responsibilities to which the Candidate was appointed or elected based upon expertise).

d. Clinical, educational, and/or professional contributions at the state, regional and national levels.

IV. Promotion Review Process

A. Electronic Portfolio Submission

1. *Electronic Portfolio*: In order to appraise a Candidate's qualifications and accomplishments for promotion, the Candidate must submit an electronic portfolio on the Box system. This should include a copy of the ISU Promotion and Tenure Application located on the Academic Affairs Website under Faculty Support, <https://www.isu.edu/academicaffairs/faculty-support/>. The specific content of the promotion portfolio is outlined in Appendix A, and B. Once an online portfolio has been submitted, it

may not be removed from the Box system or modified.

2. *Review Process*: Shortly after the submission deadline, the portfolio review will begin. The Department Chair will assemble the Department Review Committees for each rank being sought. Department Review Committee members will be comprised of at least (3) faculty from the Candidate's department and hold an equal or higher rank than the Candidate's rank being sought. Whenever possible, one (1) previous student from the candidate's program will also be on the Department Review Committee. The Department Review Committee and Department Chair review the portfolio and each submit a review report. The Candidate then has the opportunity to reply to the reports within five (5) working days. The portfolio is then made available to the College Executive Council for review/voting. If a Candidate for promotion is on the College Executive Council, they will be excused while their portfolio is evaluated/voted upon. Once this is done, the portfolios are sent to the Dean of the College of Technology for the final COT review/report process. Note, as the portfolio is moved through the review process, the appropriate department or college level administrative assistant will need to give/rescind the rights to the Box portfolios at each level. The chair of the Rank and Promotion committee will be involved with all levels of the promotion process. Because of this, it is recommended that the chair of the Rank and Promotion Committee be a nonvoting member of the process in order to maintain neutrality. Upon completion of the review by the CEC, all Box portfolios will be left in the control of the Dean's office. The Dean will evaluate the portfolios and the department level and CEC recommendations. The Dean will then submit final recommendations to the Academic Vice President. The Candidate again has five (5) working days to respond to the Dean's report. The Academic Vice President will then make recommendations to the President, who will make recommendations to the State Board of Education at an appropriate meeting. Please refer to the Review Process Timeline in Appendix F, ISU Promotion/P&T Online Submission Guidelines.

B. Denials and Appeals

1. *Denials and Appeals Process*: Once completed and presented for final review, the portfolio may not be amended or altered. However, in the instance a document is included without the Candidate's knowledge, the Candidate must be provided the opportunity to review those materials/documents. The Candidate will have five (5) working days to reply

or respond to the discrepancies in writing. If a faculty member is denied a recommendation for promotion internally (within ISU), the Candidate will be notified of the denial at the time of the denial with an explanation. Appeals will be handled within the Candidate's Department and the COT and in accordance with ISU policies and procedures. Refer to the ISU P&T Faculty Response document, for the opportunity to respond to the ratings and recommendations of the Department Review Committee, Department Chair, CEC, and COT Dean's reports. Any faculty member who wishes to file grievance with the denying authority may do so within the confines of the ISU Grievance Policy.

V. Evaluation Criterion Compliance

The promotion submissions must be in compliance with the regulations of the Idaho State University Policy: Academic Rank and Other Appointments (ISUPP #4050).

Evaluations must also comply with the COT Promotion Policy and Procedures for Clinical Faculty.

VI. Procedure

A. Candidate Notification and Timeline

1. *Candidate Identification:* The Dean, Associate Dean, Department Chair, and Program Director must make inquiries to determine clinical faculty members who may be seeking promotion. Copies of the COT Promotion Policy and Procedures for Clinical Faculty will be made available to all Candidates seeking promotion.

2. *Candidate Permissions:* All Candidates must submit permission for the review of all submitted materials using the ISU Tenure and Promotion Application Form. Permission to review the materials must be granted to the Dean, the CEC, and any required members of the faculty, administration, or committee of the Department, Program, School, and/or College.

3. All Candidates' materials will be provided to the Dean's office for review and recommendation by the CEC prior to the Dean's submission of recommendation to the Office of Academic Affairs.

4. *Clinical Faculty Notification:* The Dean must notify all clinical faculty in the COT of the approximate calendar for preparing and submitting materials for review. This notification must occur at least eight (8) weeks prior to the deadline for submission of materials to the COT Dean.

5. *Timeline*: The clinical promotion process will include the following steps according to the established timeline by Academic Affairs, the Rank and Promotion Committee, and the College Administrative Assistant.

- a. Candidates submit an Intent to Apply form in the spring prior to the same year fall submission of their portfolio.
- b. Candidates are notified of the promotion process deadlines for submission of their portfolio and application to the Box System. (Appendix F)
- c. Candidates submit materials according to the format dictated by the Office of Academic Affairs for departmental and college review in the fall semester.
- d. Department Review Committee reviews the Candidate's materials and submits report to Department's Administrative Assistant according to the established guidelines for promotion.
- e. Department Chair reviews materials and submits a report and letter of recommendation to the Department Administrative Assistant.
- f. Candidates will have five (5) working days to respond to the department level reports using the faculty response form.
- g. Candidate's materials are then presented to the CEC for review and the report is submitted to the College Administrative Assistant.
- h. Candidate's materials are then reviewed by the Dean. The Dean's review report is uploaded by the College Administrative Assistant at the beginning of the spring semester.
- i. Faculty will have five (5) working days to respond to the CEC and the Dean's review report using the faculty response form in the beginning of the spring semester.
- j. Academic Affairs reviews the Candidate's materials during the spring semester.
- k. Candidates will be notified by the University President's office of their review of the Candidate's materials by the end of the spring semester.
- l. The State Board of Education will review the University's findings and approve/disapprove of rank and promotion during the summer.

B. Rank and Promotion Policy Revisions

1. *Revision Guidelines*: Revisions to the COT Promotion Policy and Procedures for Clinical Faculty will be addressed as described in the COT Policy and Procedures. Any proposed changes to this document will take effect at the beginning of the next fiscal year after approval, and will be applied at that time.

Appendix A Box Portfolio Guidelines

Portfolio construction guidelines:

- Components must demonstrate a consistent **trend in activity and achievement** over the evaluation period.
- Portfolio must be organized using the Box folders provided.
- All elements of the portfolio must be typed (no handwritten entries).
- A narrative is required for any illustrations, media, or portfolio components requiring explanation. The narrative should be sufficient to explain to someone outside of the field or discipline.

* Optional for Clinical Senior
Instructor

** Optional for Clinical Associate and Assistant Professor as well as Clinical Senior Instructor

"COT - Applicant Name - Promotion Application" Folder

Mark Complete

A. Curriculum Vitae (CV) in the order listed below. Data should be presented in reverse chronological order (current appointment first). (See Appendix M)

	1. Contact Details
	a. Full Name
	b. Contact Address
	c. Telephone Numbers (work and home)
	d. ISU E-mail Address
	2. Education: Clinical Assistant/Associate Professor – minimum: Bachelor's degree. Clinical Professor - minimum: Master's degree
	a. Date of Graduation
	b. Institution
	c. Diploma/Degree
	3. Professional Experience - Education
	a. Dates of Employment
	b. Institution
	c. Position
	4. Other Relevant Employment - Including for each the following:
	a. Dates of Employment

		b. Employer
		c. Job Title
		d. Duties & Responsibilities
		5. Service
		a. Service to Idaho State University/College/Department
		b. Service to the discipline (including professional organizations)
		c. Service to community in a professional capacity
		d. Other service activity
		6. Other supporting material (optional)
	"Application Documents" Folder	
		A. Promotion Recommendation Reports (Added by Admins)
		B. Faculty responses (Added by Admins)
		C. ISU Promotion Application
		D. Letter of Application (On ISU Letter Head)
	"Annual Evaluations" Folder	
		A. Annual Evaluations for evaluation period
	"Teaching" Folder	
		A. Professional Development
		B. Other Professional Achievements
		C. Copy of current State of Idaho issued teaching certificate: Advanced Occupational Specialist CTE Certification or equivalent
	"Teaching and Competence in the field" Folder: Please include the following documentation in support of teaching and competence in the field:	
		All Annual Performance Evaluations and/or Periodic Performance Review documents received during the last three academic years. (No 'Needs Improvement' rankings on previous 3 academic years' evaluations.). Clinical Senior Instructor must have at least one rating as either as an "Above Expectations" or an "Exceptional" rating on Performance Evaluations with the remainder as a minimum of "Meets Expectations".

		<p>Clinical Associate, Assistant, or Professor must have a minimum of (2) "Above Expectations" or higher. Candidate must demonstrate 3-year trend in activity and achievement.</p> <p>- Candidates will not advance if any Performance Evaluations are rated as "Needs Improvement".</p>
		A. Examples of creative or innovative course materials or methods of delivery that showcase teaching effectiveness. Candidate must demonstrate 3 year trend in activity and achievement.
		B. Copy of any specialized certificates required to teach in field
		C. Any other documents that may support teaching effectiveness
		"Course Evaluations" Folder
		A. Peer evaluations (classroom observations) completed during the last three academic years (Minimum of 3)
		B. Summary narrative and numerical semester averages of Student Evaluations for courses taught during the last three academic years. Please describe aggregate scores identified by your supervisor in areas that needed improvement and outline remediation taken in these areas.
		"Letters of Support" Folder
		A. Clinical Senior Instructor - Minimum of (2) peer (faculty level) letters of support. These letters should be from colleagues who have directly observed the Candidate's teaching effectiveness. Clinical Associate, Assistant or Professor - Minimum of 3 letters of support. Of which (2) letter(s) are from peers who have directly observed teaching effectiveness and (1) letter from a Colleague/Industry Representative outside of the candidate's department.
		"Academic Transcripts" Folder
		A. Copies of relevant academic transcripts (unofficial copies will be accepted)
		"Service" Folder
		A. Department, unit, division, or university committee assignment with committee status (member, chairperson, secretary, subcommittee) and performance.
		B. Membership in professional association(s)

*	C. Related volunteer service in the Candidate’s area of expertise. Service can include: - Coordination of community service projects related to individual’s career technical profession. - Volunteer service (presentation and/or participation) in community projects. - Voluntary or mandated clinical practice in respective field.
*	D. Pertinent consulting activity.
*	E. Pertinent service relating to the interest of the university or community.
**	"Intellectual, Clinical, Administrative and Professional Leadership" Folder
	<p>Individuals applying for the rank of Clinical Professor are required to demonstrate evidence of leadership as defined by criteria required by the Candidate’s individual program. Candidates should provide evidence of leadership experience in at least three of the following:</p> <p><i>NOTE: For candidates other than Clinical Professor, section VI is optional and may be included.</i></p>
	A. Assistance in development of peers, other faculty members, and/or administrators.
	B. Administrative assignments and/or positions (e.g., program or faculty coordinator).
	C. Special appointments (e.g., special task forces, committee assignments or responsibilities to which the Candidate was appointed or elected based upon expertise).
	D. Clinical, educational, and/or professional contributions at the state, regional and national levels.
	"Creative and Scholarly Activity" Folder

Individuals applying for promotion must demonstrate a trend of active participation for at least 2 out of the 3 academic years of the evaluation period. Activities should be organized and presented by year and must include documentation. *NOTE: The activities listed below are not meant to be all inclusive. Candidates should work with their department chairs to determine how these activities fit into faculty workloads. In the College of Technology, creative and scholarly activity should primarily be evidenced by participation in external professional activities intended to retain industry relevance, trends, and standards. Activities should not be presented as meeting more than one criterion or category for the same calendar year.* Clinical Assistant, Associate, or Professor must include documentation of at least three different categories below.

Activities should not be presented as meeting more than one criterion or category for the same academic year.

Relevant creative scholarly activities can include, but are not limited to:

A. Formal program development or curriculum design, development, and/or innovations that result in University Curriculum Council (UCC) proposals, with the exception of minor catalog changes.

B. Scholarship of teaching and learning: Examples of this indicator would require the identification of a problem within your course, curriculum, or program which leads to an experimental treatment, practice, or instructional design which can be displayed or disseminated at the college level or higher.

C. Development of significant instructional materials or resources (especially if copyrighted).

D. Ongoing media, marketing, and/or outreach activities that enhance the reputation and identity of COT programs and departments, COT, and/or CTE.

E. Participation in peer review activities

F. Grant activities

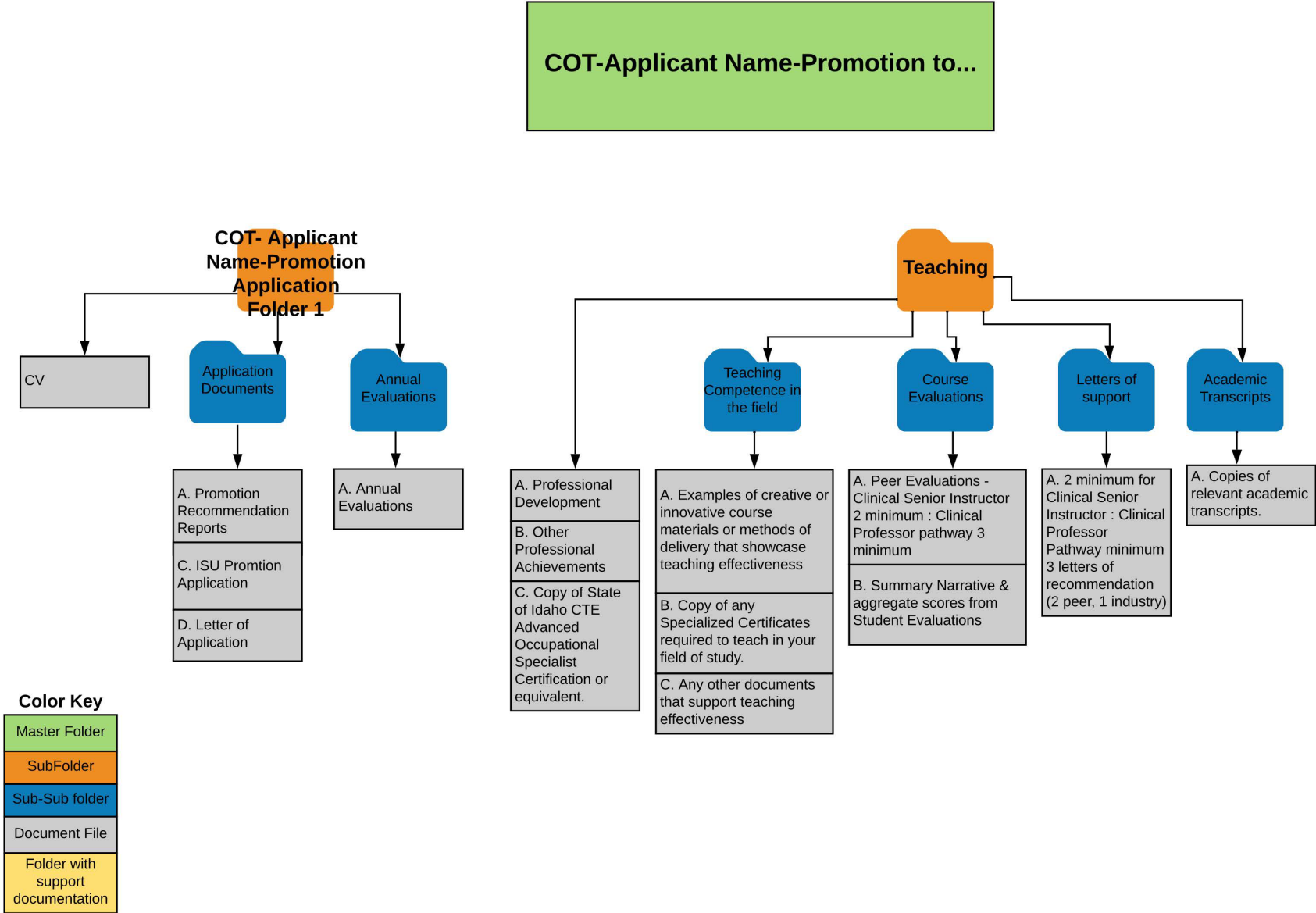
G. Publication in industry professional media, e.g. periodicals, online, and other formats.

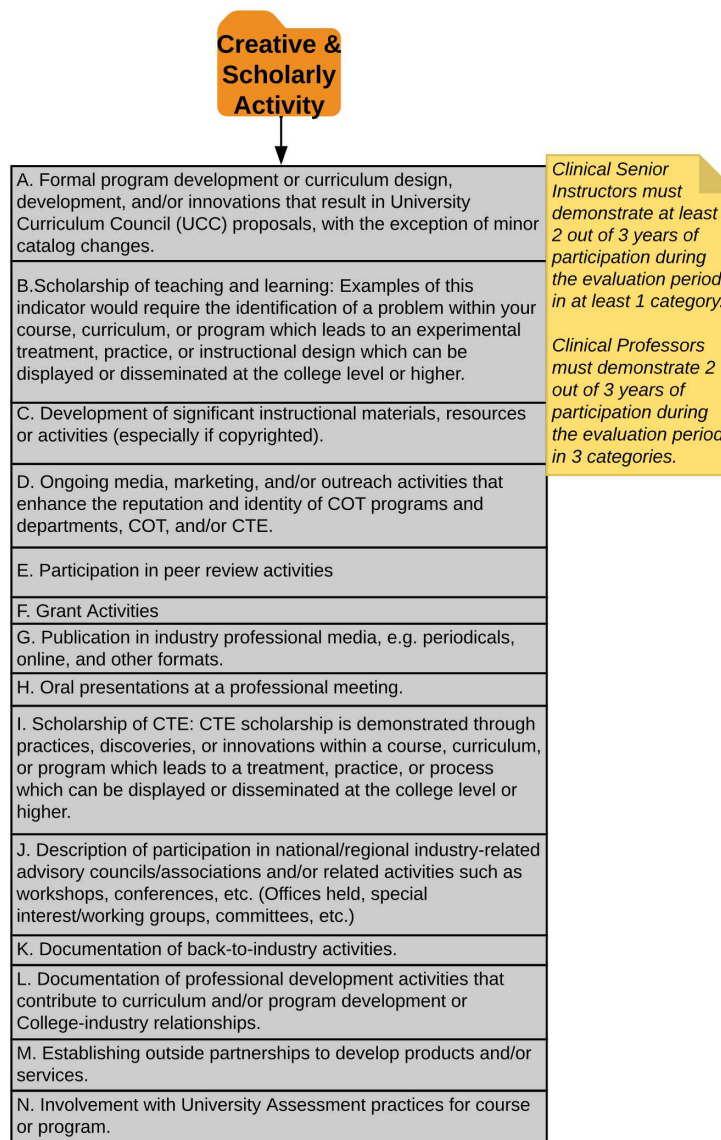
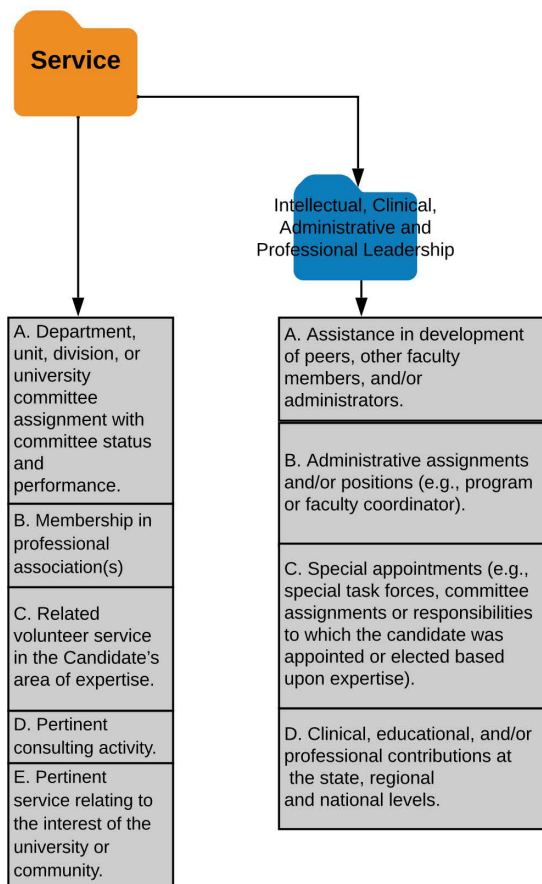
H. Oral presentations at a professional meeting

I. Scholarship of CTE: CTE scholarship is demonstrated through practices, discoveries, or innovations within a course, curriculum, or program which leads to a treatment, practice, or process which can be displayed or disseminated at the college level or higher.

J. Description of participation in national/regional industry-related advisory councils/associations and/or related activities such as workshops, conferences, etc. (Offices held, special interest/working groups, committees, etc.)
K. Documentation of back-to-industry activities.
L. Documentation of professional development activities that contribute to curriculum and/or program development or College-industry relationships.
M. Establishing outside partnerships to develop products and/or services.
N. Involvement with University Assessment practices for course or program.

Appendix B Box Folder Flow Chart





Appendix C Rank and Promotion Timeline

Rank and Promotion Approximate Timeline

Deadline	Event
Last Friday in February	Invitation to Apply sent via e-mail by Rank and Promotion Committee (Intent to Apply form)
Last Friday in March	Intent to Apply form due
Second Friday in April	Rank and Promotion training session given by the Rank and Promotion Committee
Last Friday of September	Portfolios to be submitted to the Box Folder Department level committees generated by the Department Chairs
October	Portfolios and recommendations of the Department Level Committees to be completed Department Chair reviews and submits letter
November	College Executive Committee will review the findings of the Review Committees and submit review College Executive Committee will forward portfolios and recommendations to the Dean
Mid-February	The Dean will forward portfolios and recommendations to the Provost/Vice President of Academic Affairs
Mid-April	The Provost/Vice President of Academic Affairs will forward portfolios and recommendations to the President
May	Candidate notified by President
July SBOE Meeting	The President will present recommendations to the State Board of Education (SBOE)

Appendix D Intent to Apply Form

Intent to Apply for Rank & Promotion Form:

To: All College of Technology Faculty

From: College of Technology
College Executive Committee

Date:

Subject: Invitation to Apply for Rank and Promotion

The College Executive Committee invites eligible faculty to apply for rank and promotion. If you are planning to apply for rank and promotion, please return the **Intent to Apply** form (attached below) to Teresa Velasquez, in the Dean's office.

The rank and promotion procedures are posted under the "For Faculty & Staff" tab on the College of Technology website. The policy and procedures list the promotion levels, the qualification requirements needed to apply for each level, and outline the promotion process, including the portfolio requirement.

Please note there will be changes applied for the upcoming school year. There will be a short, **mandatory** training session, in April, to explain the application process.

If you have any questions, please contact any member of the Rank and Promotion Committee:

1.

2.

3.

**Notice of Intent to Apply for Rank and Promotion 202_ – 202_
(Please complete and return by March ,____.)**

Name _____ Department _____

Promotion Level for which you plan to apply: _____

Appendix E Sample Curriculum Vitae

**Sample Curriculum
Vitae Jane W. Doe
1234 Any St.
Pocatello, ID 83209
(208) 555-XXXX (cell)
(208) 282-XXXX (office)
doejane8@isu.edu**

EDUCATION

2014 University of Georgia Bachelor of Education
2001 Idaho State University AAS Design Drafting Technology

PROFESSIONAL EXPERIENCE - EDUCATION

2018 – Current	ISU College of Technology Computer Aided Design Drafting Technology	Clinical Senior Instructor
2016 – 2018	ISU College of Technology Computer Aided Design Drafting Technology	Clinical Instructor
2014 – 2016	ISU College of Technology Design Drafting Technology	Clinical Instructor
2010 – 2014	Georgia Institute of Technology Technical Drawing Technology	Clinical Instructor

OTHER RELEVANT EMPLOYMENT

May 2001 – Aug 2010 Granite Engineering Senior Designer
Specialized in 3D design using AutoCAD. Created 2D working drawing sets from 3D models. Responsible for checking project drawings done by others. Completed projects that included piping, pressure vessels, structural steel, and portable modular plant assemblies.

SERVICE

Service to Idaho State University
Current Idaho State University service appointments
Current Program advisor for Skills USA

2020 – 2021	Faculty Council Executive Committee
2019 – 2020	Rank and Promotion Review Committee 2019 –
2020	Moodle Faculty Advisory Board
2018 – 2019	Faculty Council
2018 – Current	New faculty mentor (annually)
2018 – Current	Rank and Promotion Standing Committee 2017 –
Current	Carl D. Burstedt Memorial Balsa Wood Bridge Contest coordinator (annually)
2017 – Current	Advisory Committee Meeting facilitator (annually) 2005 –

Past Idaho State University service appointments

2019	Associate Dean Search Committee
March, 2018	Workshop presenter on use of cloze questions in Moodle quizzes for the ITRC
2018	Search committee for Business Information instructor
2017 – 2018	Alternate for Faculty Council
2015 – 2017	Marketing Committee for the College of Technology

Service to the discipline

Professional Service

May, 2017	Member of ATMAE visiting accreditation team evaluating the Drafting Program at Lake Donner Community College
April, 2015	Judge for SkillsUSA Idaho State Leadership and Skills Conference Technical Drafting Contest

Presentations

June June, 2016	Presenter of "Geometric Dimensioning and Tolerancing in a Global Workplace" breakout session at American Design Drafting Association conference in Little Rock, AR
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Memberships

2018 – Current	Member of American Institute of Steel Construction
2001 – Current	Member of American Design Drafting Association (ADDA)

Service to community in a professional capacity

2018 – 2020	Volunteered to develop database of past residents of the Iron Triangle area for the City of Pocatello
2016 – Current	Member of Bannock County Planning and Zoning Committee, volunteering professional skills to draft plans for future development

Other service activity

2019 – Current	Coach for Bannock Boys Baseball 2018 –
2019	Den Leader for Cub Scout Pack 108
2016 – Current	Master Gardener volunteering for Bannock County

PROFESSIONAL DEVELOPMENT

In addition to the above, have also attended most of the Moodle training workshops offered by the ITRC department in an effort to master the Moodle interface

OTHER PROFESSIONAL ACHIEVEMENTS

Certified Mechanical Drafter – expires May 31, 2021

Comptia A+ certified in computer hardware and software – no expiration